

# NORTH FLORIDA TRANSPORTATION PLANNING ORGANIZATION



Adopted: 5/9/2024

## UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS 2024/25 THROUGH 2025/26

## ACRONYMS

<b>AV</b>	Automated Vehicle
<b>BRT</b>	Bus Rapid Transit
<b>CAC</b>	Citizens Advisory Committee
<b>CM</b>	Congestion Mitigation Air Quality funds
<b>CMAQ</b>	Congestion Mitigation Air Quality
<b>CMP</b>	Congestion Management Process
<b>COOP</b>	Continuity of Operations Plan
<b>CPG</b>	Consolidated Planning Grant
<b>EPA</b>	Environmental Protection Agency
<b>ETDM</b>	Efficient Transportation Decision Making Process
<b>FAST</b>	Fixing American's Surface Transportation
<b>FDOT</b>	Florida Department of Transportation
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year

## ACRONYMS

<b>GIS</b>	Geographic Information System
<b>ITS</b>	Intelligent Transportation System
<b>JAA</b>	Jacksonville Aviation Authority
<b>JPA</b>	Jacksonville Port Authority also referred to as JAXPORT
<b>JTA</b>	Jacksonville Transportation Authority
<b>MAP-21</b>	Moving Ahead for Progress in the 21 <sup>st</sup> Century
<b>MPO</b>	Metropolitan Planning Organization
<b>NACTO</b>	National Association of City Transportation Officials
<b>OPCC</b>	Opinion of Probable Construction Cost
<b>PL</b>	Federal Planning Dollars
<b>RAISE</b>	Rebuilding American Infrastructure with Suitability and Equity
<b>RFP</b>	Request for Proposal
<b>RRFB</b>	Rectangular Rapid Flashing Beacon
<b>TAC</b>	Technical Advisory Committee
<b>TAP</b>	Transportation Alternatives Program

## ACRONYMS

<b>TDP</b>	Transit Development Plan
<b>TIP</b>	Transportation Improvement Program
<b>TPO</b>	Transportation Planning Organization
<b>TSM&amp;O</b>	Transportation Systems Management and Operations
<b>UA</b>	Urban Area

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# Unified Planning Work Program

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Fiscal Year 2024/25 through 2025/26

20.205—Highway Planning and Construction-FHWA  
CFDA No. 20.505-Federal Transit Administration Technical Studies (Metropolitan Planning)-FTA

FM# 439319-5-14-01 PL

FM# 439319-5-14-02 SU

FM# 439319-5-14-03 CM

Federal-Aid Project No. 0050-062-M

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The North Florida TPO assures that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

If you have any questions or comments pertaining to the North Florida TPO plans, programs or projects **please contact us at 904.306.7500**. Our address is 980 North Jefferson Street, Jacksonville, Florida 32209. For complaints or concerns about civil rights or discrimination, or for special requests under the Americans with Disabilities Act, please contact **Marci Larson, Public Affairs Manager/Title VI Coordinator at 904.306.7513 or [mlarson@northfloridatpo.com](mailto:mlarson@northfloridatpo.com)**.

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SECRETARY

**Cost Analysis Certification**

**North Florida TPO**

**Unified Planning Work Program - FY 2024/25 – 2025/26**

Adopted 5/9/2024

Revision Number: Initial Adoption

I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

Victoria Kutney

Name: MPO Liaison Name

Planning Specialist, District 2

Title and District

Victoria Kutney  
Signature

5/22/2024

www.fdot.gov

# Introduction

Biennially, the staff of the North Florida Transportation Planning Organization (North Florida TPO) updates the Unified Planning Work Program (UPWP) as required by state and federal regulation. The UPWP is a task based budget outlining all major transportation planning activities to be undertaken by the TPO for the two-year planning period beginning July 1, 2024 and ending June 30, 2026. The North Florida TPO will periodically amend the UPWP and will significantly update the document prior to commencing the second fiscal year.

Activities in the UPWP are grouped into seven tasks as follows:

- 1 Administration** Tasks managing the transportation planning process on a continuing basis. These include program management, administration and development.
- 2 Data Collection** Tasks monitoring area travel characteristics and other factors affecting travel.
- 3 Transportation Improvement Program** Tasks related to developing the Transportation Improvement Program (TIP).
- 4 Long Range Transportation Plan** Tasks related to developing the Long Range Transportation Plan and maintaining the TPO's travel demand model.
- 5 Special Projects** Studies to support airport, port, transit, corridor, and other special studies as needed.
- 6 Public Involvement** Tasks to support the TPO's ongoing public involvement activities.
- 7 Systems Planning** Recurring planning studies and projects including bicycle/pedestrian planning, transit planning and transportation demand management (TDM).

On detailed work task sheets, the primary objective, previous work accomplishments, project description and methodology, responsible agency and funding sources are identified for each work subtask. An *Estimated Budget Detail* has been provided for all tasks and subtasks. These tables indicate funding estimates for staff services, consultants and other direct expenses. Other direct expenses include rent, utilities, equipment purchases and leases, printing, advertising, copying and other expenses.

FHWA requires both a state and local match. In accordance with Section 120 of Title 23, U.S.C. state may use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Program) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a “soft match” provision that allows the federal share to be increased up to 100% to the extent credits are available.” The “soft match” amount utilized to match the FHWA funding in this UPWP in Fiscal Year 24/25<sup>1</sup> is \$656,654 For Fiscal Year 25/26 the “soft match” utilized to match FHWA funding is \$665,597. This is an 18.07 percent non cash match.

The FDOT and the North Florida TPO participate in the Consolidated Planning Grant Program (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the recipient and allocated to the TPO by FDOT utilizing formulas coordinated by the MPOs, FDOT, FHWA, in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the required 18.07% non-federal share (match) using Toll Revenue Expenditures as credits for a soft match as permitted by 23 CFR 120(j) and FTA C 8100.1.

A list of acronyms is included in this document. The Resolution dated May 9, 2024 will be signed by the North Florida TPO is available in APPENDIX B.

## Status of Transportation Planning (Work Completed in FY 22/23)

Studies Completed by June 30, 2023 include the following<sup>2</sup>:

- Annual Mobility Report
- SR 21/Highway 100 Traffic Study [C]

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<sup>1</sup> The Fiscal Year is July 1 through June 30.

<sup>2</sup> Note that studies are denoted as either [C] Clay [D] Duval [N] Nassau and [S] St Johns; No designations means it is a regional study.

- Regional Bike and Ped Study
- Regional Alternative Fuels, Vehicles and Infrastructure Master Plan
- Rogero Rd Corridor Study [D]
- Sunbeam Rd Corridor Study [D]
- Blue Zones Analysis
- SR 16 Corridor Study [C]
- Palm Valley Rd Corridor Study [S]
- SR 200 Corridor Study [N]
- Clay county Dirt Rd Study [C]
- Myrtle Ave Complete Streets Study [D]
- SR 13 Bike/Ped Gap Analysis, Future LOS Model and Implementation Strategy [S]

The 2045 Long Range Transportation Plan was adopted November 14, 2019. Documentation was completed in February 2020.

Ongoing studies to be completed by June 2024 include the following:

- Annual Mobility Report
- Strategic Safety Plan Update
- Regional Freight Study
- Moncrief Rd Corridor Study [D]
- Keystone Heights SMART City Master Plan [C]
- Smart St. Augustine Performance Measure Evaluation [S]
- CR 210 Interchange Traffic Study [S]
- Nassau County Bicycle and Pedestrian Safety Studies [N]
- Orange Park Mobility Fee Plan [C]
- Congestion Management Process Update

## Planning Priorities

The North Florida TPO's mission is to provide a regional forum for developing a transportation system that moves people and goods safely, economically and efficiently while maintaining a high quality of life in North Florida. The North Florida TPO's vision is to promote the regional optimization of mobility consistent with the values of local communities through the Long Range Transportation Plan (LRTP). The LRTP identifies the transportation improvements necessary for optimal movement of people and goods, based on current needs and forecasted future growth. The North Florida TPO's goals and objectives are to enhance the following:

- Economic Competitiveness
- Livability
- Safety
- Mobility and Accessibility
- Equity in Decision Making
- System Preservation
- Resilient Multimodal Infrastructure
- Tourism Transport Management

The North Florida TPO projects are prioritized both regionally and locally as follows:

**High priority projects** in this Unified Planning Work Program include the following:

- Subtask 2.1—Data Analytics Platform Update
- Subtask 3.1—Transportation Improvement Program
- Subtask 3.2—Annual List of Priority Projects
- Subtask 4.5—2050 Long Range Transportation Plan Update
- Subtask 5.1—Annual Mobility Report
- Subtask 5.6—SR 105 Corridor Study [D]
- Subtask 5.9—Safe Routes to Schools Pilot Program

**High priority projects (continued)**

- Subtask 5.25—Regional First/Last Mile Pedestrian Safety Improvements for Transit Study
- Subtask 7.4—SMART North Florida Coalition

**Local priority projects** include the following:

- Subtask 5.2—Midblock Crossings for Non-Motorized User Safety [D]
- Subtask 5.3—University Blvd Corridor Safety Evaluation Study for Non-Motorized Users [D]
- Subtask 5.4—Cheswick Oaks Ave Corridor Study [C]
- Subtask 5.5—Chester Rd Pedestrian Study [N]
- Subtask 5.7—Atlantic Beach Roundabout Feasibility Study [D]
- Subtask 5.8—International Golf Pkwy Corridor Access Management [S]

**Performance based planning activities** include the following:

- Subtask 2.1—Data Analytics Platform Update
- Subtask 3.1—Transportation Improvement Program
- Subtask 3.2—Annual List of Priority Projects
- Subtask 4.2—Establish Performance Targets
- Subtask 5.1—Annual Mobility Report
- Subtask 5.18—SMART St Augustine Performance Measure Evaluation

**Safety projects** include the following:

- Subtask 5.1—Annual Mobility Report
- Subtask 5.2—Midblock Crossings for Non-Motorized User Safety [D]
- Subtask 5.3—University Blvd Corridor Safety Evaluation Study for Non-Motorized Users [D]
- Subtask 5.4—Cheswick Oaks Ave Corridor Study [C]



### **Safety projects (continued)**

- Subtask 5.5—Chester Rd Pedestrian Study [N]
- Subtask 5.7—Atlantic Beach Roundabout Feasibility Study [D]
- Subtask 5.8—International Golf Pkwy Corridor Access Management [S]

**Transit projects** include the following:

- Subtask 5.1—Annual Mobility Report
- Subtask 5.25—Regional First/Last Mile Pedestrian Safety Improvements for Transit Study
- Subtask 7.3—Transit Planning for the St. Augustine UA
- Subtask 7.6—JTA Strategic Planning
- Subtask 7.7—JTA Transit Access Management Planning
- Subtask 7.8—JTA Transit Oriented Development Planning
- Subtask 7.9—JTA Sustainability Planning
- Subtask 7.10—JTA Automation Planning

### **Title 23 U.S.C. funded Work Tasks**

Specifics about each work task as well as a detailed budget estimate for each, is provided in the sections that follow.

### **PL funded Work Tasks**

- Subtask 1.1—Program Administration
- Subtask 1.4—Unified Planning Work Program
- Subtask 1.5—General Consultant Services
- Subtask 2.1—Data Analytic Platform Update
- Subtask 3.1—Transportation Improvement Program
- Subtask 3.2—List of Priority Projects
- Subtask 4.1—GIS/Model Update/Maintenance

### PL funded Work Tasks (continued)

- Subtask 4.4—Efficient Transportation Decision Making
- Subtask 5.1— Annual Mobility Report
- Subtask 5.2—Midblock Crossings for Non-Motorized User Safety [D]
- Subtask 5.3—University Blvd Corridor Safety Evaluation Study for Non-Motorized Users [D]
- Subtask 5.4—Cheswick Oaks Ave Corridor Study [C]
- Subtask 5.5—Chester Rd Pedestrian Study [N]
- Subtask 5.6—SR 105 Corridor Study [D]
- Subtask 5.7—Atlantic Beach Roundabout Feasibility Study [D]
- Subtask 5.8—International Golf Pkwy Corridor Access Management [S]
- Subtask 5.9—Safe Routes to Schools Pilot Program
- Subtask 5.18— SR 200 Corridor Study [N]
- Subtask 5.20— Clay County Dirt Road Study [C]
- Subtask 5.25— Myrtle Ave Complete Streets Study [D]
- Subtask 6.1—Public Involvement Program
- Subtask 7.1—Bicycle/Pedestrian Facilities Planning
- Subtask 7.3—Transit Planning for the St. Augustine UA [S]

### SU funded Work Tasks

- Subtask 1.5— General Consultant Services
- Subtask 2.1— Data Analytics Platform Update
- Subtask 4.2— Establishing Performance Targets
- Subtask 4.3— 2045 LRTP Plan Amendments & Modifications
- Subtask 4.5— 2050 Long Range Transportation Plan Update
- Subtask 5.1— Annual Mobility Report
- Subtask 5.2— Midblock Crossings for Non-Motorized User Safety [D]

### **CMAQ (CM) funded Work Tasks**

- Subtask 7.2—First Coast Commuter Services
- Subtask 7.5—Clean Fuels Coalition

## **Title 49 U.S.C. funded Work Tasks**

### **FTA Section 5307 funded Work Tasks**

- Subtask 7.6—JTA Strategic Planning
- Subtask 7.7—JTA Transit Access Management Planning
- Subtask 7.8—JTA Transit Oriented Development Planning
- Subtask 7.9—JTA Sustainability Planning
- Subtask 7.10—JTA Automation Planning

## **Public Participation Process**

Statewide and Metropolitan Planning Rules and Regulations (23 CFR 450) require metropolitan planning organizations to adopt a proactive public participation and intergovernmental consultation policy process that allows adequate opportunity for public officials and citizens to provide meaningful input when the TPO is developing its plans and programs. The Public Involvement Plan (PIP) was adopted January 1994 and amended as follows: March 8, 2001; February 2007; December 2011 and April 2016. This plan was updated in April 2020 and amended in May 2023.. Copies of the plan are available at the TPO offices and on the TPO website [Home - North Florida TPO](#).

The steps for developing the UPWP are as follows:

1. The TPO begins developing the UPWP every January.
2. By March 15, the TPO submits a draft document to the Florida Department of Transportation. The Department of Transportation staff reviews the UPWP, ensuring the narrative reflects all required activities and the budget contains sufficient, but constrained funding.
3. The draft UPWP is submitted to the TAC and CAC at the April meetings for their review and comment.

4. The draft UPWP is placed on the TPO website for 30 days public comment.
5. Following the comment time and recommendations received, the TPO finalizes and approves the UPWP at its May meeting to become effective July 1 for the new fiscal year.
6. The final UPWP is posted on the website

## Federal Planning Factors and Emphasis Areas

### Federal Planning Factors

The North Florida TPO must consider the following strategies in its transportation planning process.

- A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;**
- B. Increase the safety of the transportation system for motorized and non-motorized users;**
- C. Increase the security of the transportation system for motorized and non-motorized users;**
- D. Increase the accessibility and mobility of people and for freight;**
- E. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;**
- F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;**
- G. Promote efficient system management and operation;**

**H. Emphasize the preservation of the existing transportation system.**

**I. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.**

**J. Enhance travel and tourism.**

**Figure 1** on the following page is a matrix illustrating the relationship of UPWP tasks to these planning factors.

# Figure 1—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		<b>Planning Factor</b>									
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
<b>TASK 1—ADMINISTRATION</b>											
1.1	Program Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2	Annual Audit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.3	Travel/Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.4	Unified Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.5	General Consultant Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>TASK 2—DATA COLLECTION</b>											
2.1	Data Analytics Platform Update	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>TASK 3—TRANSPORTATION IMPROVEMENT PROGRAM</b>											
3.1	Transportation Improvement Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2	List of Priority Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

# Figure 1—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		<b>Planning Factor</b>									
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
<b>TASK 4—LONG RANGE TRANSPORTATION PLAN (LRTP)</b>											
4.1	GIS/Model Update/Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2	Estimating Performance Targets	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.3	2045 LRTP Amendment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.4	Efficient Transportation Decision Making					✓					
4.5	2050 LRTP Update	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>TASK 5—SPECIAL PROJECTS</b>											
5.1	Annual Mobility Report	✓	✓	✓	✓	✓	✓	✓	✓		✓
5.2	Midblock Crossings for Non-Motorized User Safety		✓	✓	✓	✓	✓		✓		✓
5.3	University Blvd Corridor Safety Evaluation Study	✓	✓	✓	✓	✓	✓		✓		✓

# Figure 1—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

## Planning Factor

		A	B	C	D	E	F	G	H	I	J
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
	for Non-Motorized Users										
5.4	Cheswick Oaks Avenue Corridor Study	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.5	Chester Rd Pedestrian Study		✓	✓	✓	✓	✓		✓		
5.6	SR 105 Corridor Study	✓	✓	✓	✓	✓	✓	✓	✓		
5.7	Atlantic Beach Roundabout Feasibility Study		✓	✓	✓		✓	✓		✓	
5.8	International Golf Parkway Corridor Access Management	✓	✓	✓	✓		✓	✓			
5.9	Safe Routes to Schools Pilot Program	✓	✓	✓	✓	✓	✓		✓		
5.18	SMART St. Augustine Performance Measure Evaluation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



# Figure 1—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		<b>Planning Factor</b>									
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
<b>5.20</b>	JAXPORT Terminal Optimization Study	✓	✓	✓	✓	✓	✓	✓			✓
<b>5.25</b>	Regional First/Last Mile Pedestrian Safety Improvement for Transit Study	✓	✓	✓	✓	✓	✓	✓	✓		
<b>TASK 6—PUBLIC INVOLVEMENT</b>											
<b>6.1</b>	Public Involvement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>TASK 7—SYSTEMS PLANNING</b>											
<b>7.1</b>	Bicycle/Pedestrian Facilities Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>7.2</b>	First Coast Commuter Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>7.3</b>	Transit Planning for the St. Augustine UA	✓		✓			✓	✓	✓		✓
<b>7.4</b>	SMART North Florida Coalition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## Figure 1—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		<b>Planning Factor</b>									
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
<b>7.5</b>	Clean Fuels Coalition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>7.6</b>	JTA Strategic Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>7.7</b>	JTA Transit Asset Management Planning	✓	✓	✓	✓	✓		✓	✓		
<b>7.8</b>	JTA Transit Oriented Development	✓	✓		✓	✓	✓				✓
<b>7.9</b>	JTA Sustainability Planning	✓			✓	✓		✓	✓	✓	
<b>7.10</b>	JTA Automation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>7.11</b>	TOD Planning for FCF Green Line	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## Federal Emphasis Areas 2021

The following 2021 Planning Emphasis Areas are for use in the development of Metropolitan and Statewide Planning and Research Work programs and are currently applicable.

### **Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future**

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation ; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's Sustainable Transportation or FTA's Transit and Sustainability Webpages for more information.

#### **North Florida TPO**

*The North Florida TPO staffs and supports the North Florida Clean Fuels coalition. The Coalition advocates using alternative fuels and advanced vehicle technologies to reduce petroleum consumption, improve air quality and develop regional economic opportunities. The North Florida TPO will be providing an update to the clean fuels master plan in the upcoming fiscal year. Additionally the North Florida has performed resiliency studies for the Mayport Naval Station, the Town of Baldwin and the City of Keystone Heights.*

### **Equity and Justice<sup>40</sup> in Transportation Planning**

Executive Order 13985 (Advancing Racial Equity and Support for Underserved Communities) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Asian, Black,

Latino, and Indigenous and Native American persons, and provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, Executive Order 14008 and M-21-28 provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

### **North Florida TPO**

*The North Florida TPO incorporates analysis to identify underserved and disadvantaged communities whenever possible in our studies. The TPO undertook an effort to identify mobility of the underserved in a 2021 study. The results identified many underserved communities and strategies to provide ladders of opportunity to these identified groups and areas.*

## **Complete Streets**

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution—each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration's 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

### **North Florida TPO**

*The North Florida TPO incorporates complete streets concepts into many of our special studies to promote a safer and more accommodating transportation system for all modes of travel. In addition, Complete Street/Context Sensitive Solutions projects are included in our 2045 Long Range Transportation Plan.*

## **Public Involvement**

Early, effective, and continuous public involvement brings diverse viewpoints into the decision making process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual

Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available here

<https://www.fdot.gov/planning/policy/publicinvolvement/index>

### **North Florida TPO**

*The North Florida TPO incorporates public involvement in all our processes and studies when possible. The use of online surveys and virtual meetings has increased the TPO's participation during the times when meeting in person has been less attractive to the public. Our most recent Public Involvement Plan (PIP) was updated in May 2023 to include more of these innovative outreach tools*

### **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination**

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies. These can be a useful resource in the State and MPO areas covered by these route analyses.

### **North Florida TPO**

*The North Florida TPO will continue to pursue coordination with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. As the home to Mayport Naval Station and Naval Air Station Jacksonville, the North Florida TPO has included the Commanding Officer of NAS Jacksonville as an ex officio member to the TPO Policy Board.*

### **Federal Land Management Agency (FLMA) Coordination**

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

### **North Florida TPO**

*The North Florida TPO will continue to pursue coordination with representatives from FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.*

### **Planning and Environment Linkages (PEL)**

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during

planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.

### **North Florida TPO**

*The North Florida TPO participates in the FDOT Efficient Transportation Decision Making (ETDM) process. This is Florida's procedure for reviewing qualifying transportation projects to consider potential environmental effects in the Planning phase. This process provides stakeholders the opportunity for early input, involvement, and coordination. It provides for the early identification of potential project effects and informs the development of scopes for projects advancing to the Project Development and Environment (PD&E) phase. In addition, the North Florida TPO will identify PEL implementation practices as part of our upcoming LRTP 2050 update.*

### **Data in Transportation Planning**

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision making at the State, MPO, regional, and local levels for all parties.

### **North Florida TPO**

*The North Florida TPO continues to promote data sharing and open analysis through the promotion of our Integrated Data Exchange. Facilitated through our Smart North Florida (SNF) initiative, SNF hosts the Data Exchange that breaks down silos and brings easy access and transparency to the public. Sharing data makes it faster and easier to identify problems and potential solutions. Government agencies, non-profits, new and established businesses, entrepreneurs and citizens can all benefit from having better access to data about our region.*



# Florida Planning Emphasis Areas 2021

The Florida Department of Transportation Office of Policy Planning develops *Planning Emphasis Areas* on a two-year cycle in coordination with the development of Metropolitan Planning Organizations' respective unified planning work programs. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the seven goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources.

Metropolitan Planning Organizations should consider the following four topics when updating their Unified Planning Work Plan.

## Safety

The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

## North Florida TPO

*In November 2019 the North Florida TPO adopted Path Forward 2045, the regional Long Range Transportation Plan (LRTP). Both safety and security and related objectives, policies and performance measures are included in the plan and guided project prioritization. Concurrent with this effort the North Florida TPO also updated the Regional System Safety Plan. Federal safety performance measures and TPO adopted safety targets are addressed in both plans and in the related System Performance Plan. Together these plans will guide TPO decision making, particularly in developing the Annual List of Priority Projects and Transportation Improvement Program.*

## Equity

Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and

implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

### **North Florida TPO**

*The North Florida TPO regularly coordinates with local jurisdictions and independent transportation authorities both within and outside the TPO planning area boundary. All local governments and authorities as well as other state and local agencies are represented on the Technical Advisory Committee. Baker, Flagler and Putnam County are non-voting members of the TPO Policy Board. The regional TRIP agency includes these counties, with voting representation on the agency board.*

### **Resilience**

With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning Guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

### **North Florida TPO**

*The North Florida TPO addressed resilience and storm water impacts of surface transportation in Path Forward 2045, adopted November 2019. Goal 7 specifically addressed this as follows:*

### **GOAL 7: CREATE RELIABLE AND RESILIENT MULTIMODAL INFRASTRUCTURE**

A reliable and resilient multimodal transportation infrastructure provides accessible and diverse transportation options that ensure mobility, system preservation, supports evacuation needs, and addresses social equity.

The objectives for reliable and resilient multimodal infrastructure are listed below.

- **OBJECTIVE 7.1:** Incorporate climate risk in project planning, system preservation and maintenance and determine appropriate measures to mitigate risk or repurpose threatened facilities.
- **OBJECTIVE 7.2:** Provide reliable mobility access and minimize impact of disruptions to regional mobility.
- **OBJECTIVE 7.3:** Support regional evacuation needs as reflected in municipal Emergency Management Plans.
- **OBJECTIVE 7.4:** Address social equity in adaptation/resilience strategy implementation.

### Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The UPWP should recognize the important influence of emerging mobility on the multi-modal transportation system and include related planning studies, collaboration efforts, research, or other activities.

### North Florida TPO

*The North Florida TPO continues to advance partnerships and promote technology projects to enhance mobility through our partnership with SMART North Florida. Currently our tasks support the SMART St. Augustine Initiative to seek funding to support the planning and deployment of connected, autonomous, and informational technology to turn St. Augustine into one of the nation's smartest cities.*

# Organization and Management

The North Florida TPO is an independent regional body composed of elected officials and appointed representatives from the Cities of Jacksonville and St. Augustine, the Jacksonville Beaches, Clay, Nassau and St. Johns Counties and the following independent transportation authorities:

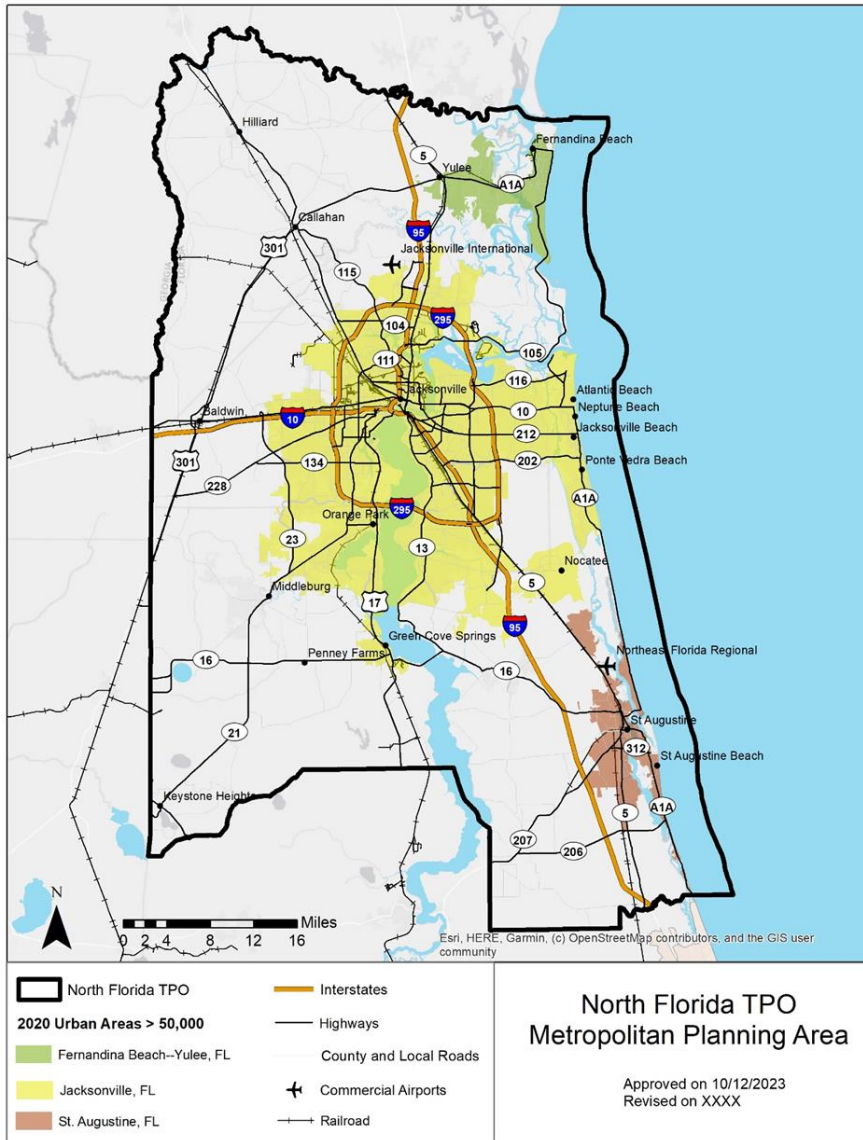
- Jacksonville Aviation Authority
- Jacksonville Port Authority
- Jacksonville Transportation Authority
- Nassau County Ocean Highway and Port Authority
- St. Johns County Airport Authority

The Florida Department of Transportation, District 2 Secretary is an advisor to the TPO Policy Board and the Commanding Officer of NAS Jacksonville and one representative each from Baker and Putnam Counties are invited to serve as non-voting Board members.

The North Florida TPO is the primary agency responsible for transportation planning in Clay, Duval, Nassau and St. Johns Counties.

The TPO's offices are located at 980 North Jefferson Street, Jacksonville. All TPO meetings, except workshops and public meetings for the Long-Range Transportation Plan and special studies, are held at this location.

The TPO has an independent staff and is funded with grants from the Federal Highway Administration (FHWA), Federal Transit Administration, and the Florida Department of Transportation. Additional operating funds including the required local match for some grants is provided by a "local assessment" charged to each Member County and authority. As per an interlocal agreement this assessment cannot exceed \$1 per capita. The assessment is reviewed annually and can be increased or lowered with Board approval.



**FIGURE 2 BOUNDARY MAP**

## Committees

Two committees advise the North Florida TPO. The **Technical Advisory Committee (TAC)** is composed of technical staff of local governments and authorities within the North Florida TPO planning area, primarily planners and engineers. The **Citizens Advisory Committee (CAC)** includes local citizens representing a broad cross section of geographical, social and economic interest. Each committee carries out its prescribed responsibilities at regularly scheduled meetings.

## Planning Area Boundary and Board Apportionment

In October 2011, with the approval of Governor Rick Scott, the planning area boundary of the North Florida TPO was expanded to include all of Clay, Nassau and St. Johns Counties in addition to all of Duval County. In a July 9, 2013 letter Governor Rick Scott reaffirmed the TPO boundary and apportionment of Board Membership. Following the release of the 2020 Census, a new boundary and apportionment was completed and adopted on October 12, 2023. The boundary did not change with the 2020 Census update however, one urban area is now spanning both St. Johns and Flagler counties. An agreement will be completed with River-to-Sea MPO to assign responsibility of the St. Johns County portion to the North Florida TPO.

Figure 2 depicts the TPO boundary.

## Unified Planning Work Program Participants

The following local agencies participate in the planning process of the North Florida TPO and with the exception of the Federal agencies are represented on one or more of the following committees: North Florida TPO Policy Board, CAC and TAC.

The local agencies are:

- City of Jacksonville Planning and Development Department
- City of Jacksonville Office of the Traffic Engineer, Department of Public Works
- City of Jacksonville, Environmental and Compliance Department, Environmental Quality Division
- City of Atlantic Beach
- City of Jacksonville Beach
- City of Neptune Beach
- Town of Baldwin
- JEA (electric-water-sewer utility for Jacksonville)
- Jacksonville Aviation Authority
- Jacksonville Port Authority
- Jacksonville Transportation Authority
- Clay County Planning Department
- Clay County Engineering Department
- Clay County Public Works Department
- Clay County Public Works Department
- Town of Orange Park
- City of Green Cove Springs
- Nassau County Growth Management Department
- Nassau County Engineering Services Department
- Nassau County Ocean Highway and Port Authority



- Northeast Florida Regional Council
- City of Fernandina Beach
- Town of Callahan
- St. Johns County Growth Management Services Department
- City of St. Augustine
- City of St. Augustine Beach
- St. Augustine-St. Johns County Airport Authority

The State agencies are:

- Florida Department of Transportation

The Federal agencies are:

- Federal Highway Administration
- Federal Transit Administration
- U.S. Environmental Protection Agency
- U.S. Navy

The TPO adopted a policy manual containing rules and bylaws for the Policy Board, CAC and TAC. The manual, entitled Rules of Procedure and Bylaws was last updated in April 2013. The TAC and CAC bylaws were amended in 2022 and are anticipated to be amended again in April 2024. The TPO Bylaws were amended in November 2017 and are currently undergoing an update in 2024. Copies are available at the TPO office at 980 North Jefferson Street, Jacksonville 32209 and on the TPO website [www.northfloridatpo.com](http://www.northfloridatpo.com).

The North Florida TPO maintains a Continuity of Operations Plan (COOP) to provide guidelines for the Board and staff to prepare for, respond during, and recover from a disruption in internal operations caused by natural or man-made events. This document was last updated on August 13, 2020.

Statewide and Metropolitan Planning Rules and Regulations (23 CFR 450) require metropolitan planning organizations to adopt a proactive public participation and intergovernmental consultation policy process that allows adequate opportunity for public officials and citizens to provide meaningful input when the TPO is

developing its plans and programs. The Public Involvement Plan (PIP) was adopted January 1994 and amended as follows: March 8, 2001; February 2007; December 2011 and April 2016. This plan was updated in April 2020 and amended in May 2023. Copies of the plan are available at the TPO offices and on the TPO website [Home - North Florida TPO](#).

## Planning and Funding Agreements

In October 2011 Governor Rick Scott approved the North Florida TPO Boundary and Apportionment Plan expanding the TPO planning area boundary to include all of Clay, Duval, Nassau and St. Johns Counties. He reaffirmed this boundary and board membership apportionment in July 2013.

1. **Standard Interlocal Agreement:** This agreement was updated to reflect the expanded TPO planning area boundary. It ensures eligibility to receive federal capital and operating assistance pursuant to 23 U.S.C. 134 and Section 3(a)(s), f(a), 5(g)(1) and 5(1) of the Urban Mass Transit Act of 1964, as amended [49 U.S.C. 1602(a)(2), and 1604(g)(1)], and to implement and ensure a *continuing, cooperative and comprehensive* transportation planning process that results in coordinated plans and programs consistent with the comprehensively planned development of the affected urbanized area in cooperation with the Florida Department of Transportation. The agreement was adopted in April 2012 and subsequently endorsed and recorded in each of the four counties.
2. **Metropolitan Planning Agreement:** New federal and state financial requirements required a new Metropolitan Planning Agreement and invoicing procedures for the pass-through of federal (FHWA) funds to the North Florida TPO to complete the metropolitan planning tasks to be carried out in the North Florida TPO area. This new Metropolitan Planning Agreement will be effective July 1, 2024 and is a two-year agreement, coinciding with the two-year cycle of the UPWP. The UPWP will serve as the Scope of Services for the agreement.
3. **Intergovernmental Coordination and Review and Public Transportation Coordinated Joint Participation Agreement:** This agreement provides for coordination among the FDOT, the TPO and providers of public transportation including airport and seaport authorities; and provides a process through the Northeast Florida Regional Council for intergovernmental coordination and review, and to identify and resolve inconsistencies between proposed TPO plans and local government comprehensive plans should they arise. This agreement was approved April 14, 2016. ICAR agreement was reaffirmed on February 21, 2022.
4. **Transportation Regional Incentive Program (TRIP) Interlocal Agreement:** This agreement establishes the framework to create a regional transportation plan and designation of the TPO as the lead agency for coordinating the prioritization and submittal of TRIP eligible projects in Northeast Florida. The TRIP agency participants are Baker, Clay, Duval, Nassau, Putnam and St. Johns Counties. This agreement was approved April 10, 2014.

## Unified Planning Work Program Development

Developing the UPWP is initiated by soliciting requests for studies. Members of the TPO Policy Board, Technical Advisory Committee and Citizens Advisory Committee are invited to submit their requests in January/February. Many study requests are approved by the local Boards of County Commissioners and forwarded to the TPO; others are submitted by other member organizations, agencies and citizens. The list of requested studies is then posted on the TPO website. For FY Fiscal Years 2024/25 and 2025/26, 34 requests were received. Staff then prepares and posts a draft UPWP to present to the Board and committees one month prior to the month of adoption. The UPWP is subject to review by the Citizens Advisory Committee and the Technical Advisory Committee prior to TPO Policy Board approval.

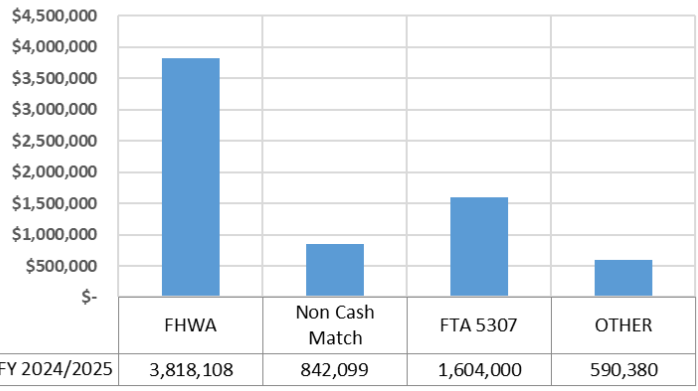
Projects in this UPWP are generally funded with federal, state and local funds. The graphs below summarize funding by source in each fiscal year. The North Florida TPO currently does not use PL or STBG funds to support regional planning activities that result in the transfer of funds between MPOs.

FTA match requirements are 80 percent federal and a 20% soft match. The FHWA PL funds reflected in this document include the FTA allocation that has in the past been reflected as FTA 5305 funds. These are now combined into one PL category.

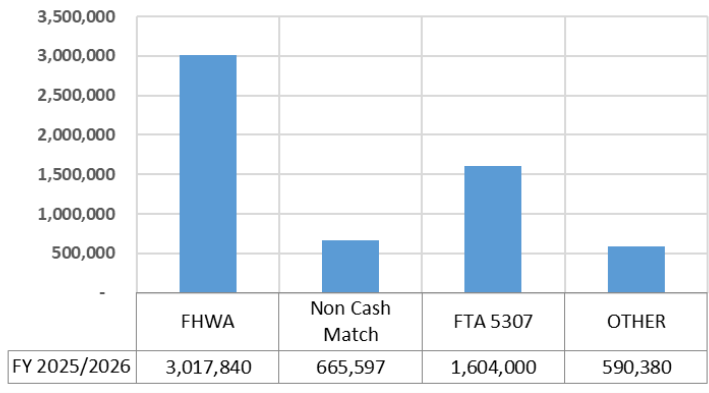
Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the no-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a “soft-match” provision that allows the federal share to be increased up to 100 percent to the extent credits are available. The “soft match” amount utilized to match FHWA funding in this UPWP is 18.07 percent of FHWA program funds for a total of \$656,654 in FY 2024/25 and \$665,597 in FY 2025/26.

The following federal statements and assurances are available in APPENDIX C: Debarment and Suspension Certification; Lobbying Certification for Grants, Loans, and Cooperative Agreements; Disadvantaged Business Enterprise Utilization; and Title VI/Nondiscrimination Assurance.

**FISCAL YEAR 2024/2025 BY FUNDING SOURCE**



**FISCAL YEAR 2025/2026 BY FUNDING SOURCE**



# Task 1— Administration - TPO

## Task 1 Administration - TPO

### **Purpose:**

Tasks managing the transportation planning process on a continuing basis. These include program management, administration and development.

### **Previous Work Completed:**

Prepare and distribute planning documents. Technical assistance and preparation of documents for the TPO Board and committees. Coordination with federal, state and local partners. Preparation of contracts, agreements and certification documents. Attendance at workshops and training.

### **Required Activities:**

- 1.1 Program Administration
- 1.2 Annual Audit
- 1.3 Travel/Training
- 1.4 Unified Planning Work Program
- 1.5 General Consultant Services

### **End Product**

Specific to Subtasks

### **Completion Date**

Refer to Subtask Sheets

**Responsible Agency: North Florida TPO**

## Task 1 Administration

2025							
Funding Source	FHWA				Local		FY 2025 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	<i>Total</i>	Local Assessments	<i>Total</i>	
Personnel (salary and benefits)	\$ 833,906	\$ -	\$ -	\$ <b>833,906</b>	\$ 130,000	\$ <b>130,000</b>	\$ 963,906
Consultant	\$ 35,000	\$ 195,964	\$ -	\$ <b>230,964</b>	\$ 20,000	\$ <b>20,000</b>	\$ 250,964
Travel	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ <b>25,000</b>	\$ 25,000
Direct Expenses	\$ 222,600	\$ -	\$ -	\$ <b>222,600</b>	\$ 150,380	\$ <b>150,380</b>	\$ 372,980
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2025 Totals</b>	<b>\$ 1,091,506</b>	<b>\$ 195,964</b>	<b>\$ -</b>	<b>\$ 1,287,470</b>	<b>\$ 325,380</b>	<b>\$ 325,380</b>	<b>\$ 1,612,850</b>

## Task 1 Administration

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	<i>Total</i>	Local Assessments	<i>Total</i>	
Personnel (salary and benefits)	\$ 828,906	\$ -	\$ -	<b>\$ 828,906</b>	\$ 130,000	<b>\$ 130,000</b>	\$ 958,906
Consultant	\$ 518,771*	\$ 155,000	\$ -	<b>\$ 673,771</b>	\$ 20,000	<b>\$ 20,000</b>	\$ 693,771
Travel	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ 25,000	<b>\$ 25,000</b>	\$ 25,000
Direct Expenses	\$ 222,600	\$ -	\$ -	<b>\$ 222,600</b>	\$ 150,380	<b>\$ 150,380</b>	\$ 372,980
Indirect Expenses	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	<b>\$ -</b>	\$ -
Supplies	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	<b>\$ -</b>	\$ -
Equipment	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	<b>\$ -</b>	\$ -
<b>2026 Totals</b>	<b>\$ 1,570,277</b>	<b>\$ 155,000</b>	<b>\$ -</b>	<b>\$ 1,725,277</b>	<b>\$ 325,380</b>	<b>\$ 325,380</b>	<b>\$ 2,050,657</b>

\*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [\[§ 11206\(b\)\]](#) A minimum of \$70,000 is used by the TPO as a set-aside for Complete Streets planning for FY 25/26. The specific study is identified through call for studies before the beginning of FY 25/26. 2.5% of the total PL allocation for FY 25/26 is \$65,132.



## Task 1.1—Program Administration- TPO

### Responsible Agency

**North Florida Transportation Planning Organization**

### Purpose

To manage the day to day operations of the agency and carry out the continuous, cooperative and comprehensive planning process for the metropolitan planning area.

### Previous Work

Prepare and distribute planning documents. Technical assistance and preparation of documents for the TPO Board and committees. Coordination with federal, state and local partners. Preparation of contracts, agreements and certification documents. Attendance at workshops and training.

### Required Activities

- Technical assistance and staff support to TPO Policy Board and Committees
- Prepare and distribute TPO materials (agenda packages, meeting minutes, resolutions, plans and documents)
- Coordination with partner agencies including FDOT and staff support for joint meetings
- Prepare and participate in annual Joint State TPO Certification and quadrennial TMA Certification
- Prepare and submit progress reports and invoices
- Review and update agreement and TPO administrative documents
- Maintain financial records
- Regular update of the North Florida TPO's Continuity of Operations Plan (COOP)
- TPO Staff and Board member travel and participation at general trainings, conferences and meetings including MPOAC and Model Task Force
- Selecting and managing consultant support

## Required Activities, Continued

- Purchase office supplies, postage and equipment
- Legal services
- New member training, educational workshops and events
- Personnel Administration
- Administration and ITS Support Services Agreement

## Milestones/End Product/Target Dates

- Monthly meetings of the TPO board and committees with the exception of January and July
- Annual Joint State-TPO Certification with submission in May 2025 and 2026
- Sound fiscal practices including monthly invoicing and progress reports
- Participate in MPOAC and Model Task Force Meetings (travel funded by Task 1.3)
- Ongoing maintenance of financial records
- Training for board and committee members provided as needed
- Acquire legal services when needed

**Task 1.1 Program Administration**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>Local</u>	<u>Total</u>
<b>Personnel Services</b>	813,906	100,000	913,906
<b>Consultant Services</b>	-	-	-
<b>Direct Expenses</b>			-
Administrative/IT Support	30,000	-	30,000
Advertising	2,600	5,000	7,600
Building Expenses	30,000	5,000	35,000
Equipment	-	25,000	25,000
Equipment Rental	40,000	10,000	50,000
Insurance	40,000	10,000	50,000
Legal Services	-	50,000	50,000
Meetings	-	10,000	10,000
Organizational Memberships	-	10,000	10,000
Office Supplies	30,000	12,380	42,380
Payroll Processing	10,000	-	10,000
Printing/Copying	5,000	3,000	8,000
Software Maintenance	30,000	10,000	40,000
Telephone	5,000	-	5,000
<b>Total Direct Expenses</b>	222,600	150,380	372,980
<b>Grand Total</b>	\$1,036,506	\$250,380	\$1,286,886

\*Note that any equipment purchases equal to or greater than \$5,000 using federal funds must have prior FHWA approval.

**Task 1.1 Program Administration**  
**Fiscal Year 2025/26**

	<u>PL</u>	<u>Local</u>	<u>Total</u>
<b>Personnel Services</b>	808,906	100,000	908,906
<b>Consultant Services</b>	-	-	-
<b>Direct Expenses</b>			
Administrative/IT Support	30,000	-	30,000
Advertising	2,600	5,000	7,600
Building Expenses	30,000	5,000	35,000
Equipment	-	25,000	25,000
Equipment Rental	40,000	10,000	50,000
Insurance	40,000	10,000	50,000
Legal Services	-	50,000	50,000
Meetings	-	10,000	10,000
Organizational Memberships	-	10,000	10,000
Office Supplies	30,000	12,380	42,380
Payroll Processing	10,000	-	10,000
Printing/Copying	5,000	3,000	8,000
Software Maintenance	30,000	10,000	40,000
Telephone	5,000	-	5,000
<b>Total Direct Expenses</b>	222,600	150,380	372,980
<b>Grand Total</b>	<b>\$1,031,506</b>	<b>\$250,380</b>	<b>\$1,281,886</b>

\*Note that any equipment purchases equal to or greater than \$5,000 using federal funds must have prior FHWA approval

## Task 1.2—Annual Audit

### Responsible Agency

**North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a consultant.**

### Purpose

To provide an annual audit of the North Florida TPO to demonstrate compliance with federal and state regulations regarding the management and expenditure of FHWA (PL) and FDOT funds.

### Previous Work

Annual Audit completed in June 2023.

### Required Activities

- A qualified auditor will be employed to perform the audit in accordance with the minimum schedule.
- The audit will meet Federal Management Regulations and comply with the Budget Super Circular requirements.
- Present the audit to the Finance Committee of the TPO Board.

### Milestones/End Product/Target Dates

- Following closeout of the fiscal year the Chief Financial Officer will forward all relevant financial documents to the auditor
- Draft audit prepared by the auditor and forwarded to the Chief Financial Officer and Executive Director for review and comment
- Audit presented to the Finance Committee by the end of calendar year 2025, 2026

**Task 1.2 Annual Audit**  
**Fiscal Year 2024/25**

	<u>Local</u>	<u>Total</u>
Personnel Services	5,000	5,000
Consultant Services	20,000	20,000
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$25,000</b>	<b>\$25,000</b>

**Task 1.2 Annual Audit**  
**Fiscal Year 2025/26**

	<u>Local</u>	<u>Total</u>
Personnel Services	5,000	5,000
Consultant Services	20,000	20,000
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$25,000</b>	<b>\$25,000</b>

## Task 1.3—Travel/Training

### Responsible Agency

North Florida Transportation Planning Organization

### Purpose

To insure staff remains up-to-date with state and federal planning regulations, planning tools and procedures by attending workshops, training, seminars, conferences and taking college courses. This task is funded entirely with local funds.

### Previous Work

Travel to regular meetings of the Florida Metropolitan Planning Advisory Council (MPOAC), the annual meeting of the Association of Metropolitan of Metropolitan Planning Organizations (AMPO), the Annual Conference of the Florida Commission for the Transportation Disadvantaged, FDOT statewide meetings and training, FHWA and FTA training and other pertinent meetings, training and conferences.

### Required Activities

- Travel to MPOAC meetings
- Member travel to MPOAC meetings and MPOAC Institute (elected officials training)
- Travel to other related conferences, seminars, workshops and training including the Annual Conference of the Association of Metropolitan Planning Organizations (AMPO), FDOT statewide meetings and trainings, FHWA and FTA training.

### Milestones/End Products/Target Dates

- Regular attendance at MPOAC Meetings
- Participation in the MPOAC Institute by 2 Board members annually
- Annual attendance of the AMPO Conferences
- Annual attendance of the TD Conferences

## Task 1.3—Travel/Training

### Milestones/End Products/Target Dates (continued)

- Annual attendance of the Florida Model Task Force Meeting
- Other meetings, trainings and conferences



**Task 1.3 Travel/Training**  
**Fiscal Year 2024/25**

	<u>Local</u>	<u>Total</u>
Personnel Services	25,000	25,000
Consultant Services	-	-
Travel	25,000	25,000
<b>Grand Total</b>	<b>\$50,000</b>	<b>\$50,000</b>

**Task 1.3 Travel/Training**  
**Fiscal Year 2025/26**

	<u>Local</u>	<u>Total</u>
Personnel Services	25,000	25,000
Consultant Services	-	-
Travel	25,000	25,000
<b>Grand Total</b>	<b>50,000</b>	<b>25,000</b>

## Task 1.4 – Unified Planning Work Program

### Responsible Agency

**North Florida Transportation Planning Organization**

### Purpose

To develop the Unified Planning Work Program (UPWP) and amend as needed.

### Previous Work

Unified Planning Work Program for Fiscal Year 2022/23 through 2023/24

### Required Activities

- Coordinate with JTA to update tasks
- Solicit new tasks from member agencies, board and committee members and the public
- Review and incorporate state and federal emphasis areas
- Hold a public meeting prior to adoption
- Update metropolitan planning agreement

### Milestones/End Products/Target Dates

- Request studies from cities, counties and the general public, December 2024, 2025
- Prepare list of requested studies for presentation to the Board and Committees in February 2025, 2026
- Draft UPWP, March 15, 2026, draft for presentation to Board and Committees in April for adoption in May or June 2026
- Update of the Metropolitan Planning Agreement, action concurrent with adoption of the UPWP in 2025 and 2026
- Transmission of the adopted documents to FDOT subsequent to adoption
- Public meeting in May concurrent with the meeting for the TIP

**Task 1.4 Unified Planning Work Program**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>Total</u>
Personnel Services	20,000	20,000
Consultant Services	-	-
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$20,000</b>	<b>20,000</b>

**Task 1.4 Unified Planning Work Program**  
**Fiscal Year 2025/26**

	<u>PL</u>	<u>Total</u>
Personnel Services	20,000	20,000
Consultant Services	-	-
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$20,000</b>	<b>\$20,000</b>

## Task 1.5 – General Consultant Services

### Responsible Agency

**North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.**

### Purpose

Provide technical planning services, as needed, to supplement the efforts of the North Florida TPO staff. Funding is maintained in this task to allow the North Florida TPO to respond to unanticipated study requests and to supplement staff efforts when needed. All work is by work task order.

### Previous Work

The TPO circulated a Request for Proposal (RFP) in the first quarter of 2021 for General Consultant Services, completing the procurement process in July 2021 with the selection of Atkins, England Thims & Miller, Kimley Horn, and Tindale Oliver. Tindale Oliver has since been acquired by Benesch. These are annual contracts with 4 renewals.

### Required Activities

Supplemental planning services by work task order.

### Milestones/End Products/Target Dates

- Work task orders as needed in Fiscal Years 2024/25 and 2025/26 with completion by the end of the fiscal year. Any funding remaining will be de-obligated.

**Task 1.5 General Consultant Services**

**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>CM</u>	<u>Total</u>
Personnel Services	-	-	-	-
Consultant Services	35,000	195,964	-	230,964
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$35,000</b>	<b>\$195,964</b>	<b>\$0</b>	<b>\$230,964</b>

**Task 1.5 General Consultant Services**

**Fiscal Year 2025/26**

	<u>PL</u>	<u>SU</u>	<u>CM</u>	<u>Total</u>
Personnel Services	-	-	-	-
Consultant Services	518,771	155,000	-	673,771
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$518,771</b>	<b>\$155,000</b>	<b>\$0</b>	<b>\$673,771</b>

# Task 2—Data Collection - TPO

<b>Task 2 Data Collection - TPO</b>	
<b>Purpose:</b>	
Tasks monitoring area travel characteristics and other factors affecting travel.	
<b>Previous Work Completed:</b>	
2016/17 Smart Region Master Plan, 2017/2018 Integrated Data Exchange, 2023/24 Congestion Management Process, 2019/20 Project Inventory System, 2019/20 Mobility for the Underserved, 2019/20 2045 Long Range Transportation Plan	
<b>Required Activities:</b>	
•2.1—Data Analytic Platforms Update	
<b>End Product</b>	<b>Completion Date</b>
Specific to Subtasks	Refer to Subtask Sheets
<b>Responsible Agency: North Florida TPO</b>	

**Task 2 Data Collection**

2025							
Funding Source	FHWA				Local		FY 2025 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	Total	Local Assessments	Total	
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 50,000	\$ 200,000	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2025 Totals</b>	<b>\$ 50,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>



**Task 2 Data Collection**

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	Total	Local Assessments	Total	
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 200,000	\$ 100,000	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2026 Totals</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>

## Task 2.1 – Data Analytic Platforms Update - TPO

### Responsible Agency

**North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.**

### Purpose

To update and enhance transportation planning data analytics tools maintained by the TPO to assist in planning and regional collaboration. All work activities will be by work task order.

### Previous Work

As part of the following prior projects, data analytics, sharing and collaboration tools were developed and enhanced.

- 2016/17 Smart Region Master Plan
- 2017/2018 Integrated Data Exchange
- 2023/24 Congestion Management Process
- 2019/20 Project Inventory System
- 2019/20 Mobility for the Underserved
- 2019/20 2045 Long Range Transportation Plan

### Required Activities

Could include the following:

- Add new data sources that may include
  - Census Data
  - Florida Geographic Data Library System data
  - Project studies
  - Annual traffic data reports
  - Annual safety data

## Task 2.1 – Data Analytic Platforms Update, Continued

### Required Activities, Continued

- Pavement management systems on non-state roads for local agencies
- Transit data provided by JTA
- Real-time TSM&O data
- Data from Transportation Network Companies such as Uber and Lyft
- Develop or enhance specific use cases that may include:
  - Congestion Management Process Annual Mobility Report
  - Mobility for the Underserved
  - Smart St. Augustine
  - Smart Parking in the Jacksonville Beaches
  - Support for studies and project development activities

### Milestones/End Products/Target Dates

- Ongoing data collection and addition of new data sources
- Ongoing maintenance and update of the CMP dashboard including the addition of predictive analytics where appropriate and when sufficient data is available
- Annually update traffic count data
- Annually update performance data for FHWA performance measures/targets
- Annually update project inventory tool and TIP tools

**Task 2.1 Data Analytics**

**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
Personnel Services	-	-	-
Consultant Services	50,000	200,000	250,000
Direct Expenses	-	-	-
<b>Grand Total</b>	<b>\$50,000</b>	<b>\$200,000</b>	<b>\$250,000</b>

**Task 2.1 Data Analytic**

**Fiscal Year 2025/26**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
Personnel Services	-	-	-
Consultant Services	200,000	100,000	300,000
Direct Expenses	-	-	-
<b>Grand Total</b>	<b>\$200,000</b>	<b>\$100,000</b>	<b>\$300,000</b>

# Task 3—Transportation Improvement Program - TPO

<b>Task 3 Transportation Improvement Program - TPO</b>	
<b>Purpose:</b>	
Tasks related to developing the Transportation Improvement Program (TIP).	
<b>Previous Work Completed:</b>	
Developed the FY 2023/24 through 2027/28 Transportation Improvement Program (TIP) adopted June 8, 2023. Developed the 2024 Annual List of Priority Projects.	
<b>Required Activities:</b>	
<ul style="list-style-type: none"> <li>•3.1 Transportation Improvement Program</li> <li>•3.2 Annual List of Priority Projects</li> </ul>	
<b>End Product</b>	<b>Completion Date</b>
Specific to Subtasks	Refer to Subtask Sheets
<b>Responsible Agency: North Florida TPO</b>	

### Task 3 Transportation Improvement Program

2025							
Funding Source	FHWA				Local		FY 2025 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	<i>Total</i>	Local Assessments	<i>Total</i>	
Personnel (salary and benefits)	\$ 55,000	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ 55,000
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 26,250	\$ -	\$ -	\$ 26,250	\$ -	\$ -	\$ 26,250
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2025 Totals</b>	<b>\$ 81,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,250</b>

### Task 3 Transportation Improvement Program

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	<i>Total</i>	Local Assessments	<i>Total</i>	
Personnel (salary and benefits)	\$ 55,000	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ 55,000
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 27,563	\$ -	\$ -	\$ 27,563	\$ -	\$ -	\$ 27,563
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2026 Totals</b>	<b>\$ 82,563</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,563</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,563</b>



## Task 3.1 – Transportation Improvement Program - TPO

### Responsible Agency

**North Florida Transportation Planning Organization**

### Purpose

Develop a short-range multi-jurisdictional transportation improvement program to implement the adopted Long-Range Transportation Plan.

### Previous Work

Developed the FY 2023/24 through 2027/28 Transportation Improvement Program (TIP) adopted June 8, 2023.

### Required Activities

- Review projects proposed by local jurisdictions, member agencies and authorities and the Florida Department of Transportation (includes download of FDOT 5-Year Work Program)
- Review for consistency with Congestion Management Process and adopted Long Range Transportation Plan
- Incorporate performance measures/targets including partner transit agencies Transit Asset Management and Public Transportation Agency Safety Plans
- Coordinate with Eco-Interactive on annual subscription fees and update the online TIP online software annually and with necessary amendments and modifications
- Present DRAFT document to local governments
- Post the Draft TIP on the North Florida TPO website for public comment
- Public meeting

## Task 3.1—Transportation Improvement Program - TPO

### Milestones/End Products/Target Dates

- Draft sections for the TIP for review by the TPO Board and Committees in April 2025 and April 2026
- Public presentations to local governments including county commissions and city councils, advisory committees and the public throughout the months of April and May
- Draft TIP presented to the TPO Board and Committees, May 2025 and May 2026
- Public meeting, May 2025 and May 2026
- Adoption June 2025 and June 2026 with transmittal to FDOT thereafter

**Task 3.1 Transportation Improvement Program**

**Fiscal Year 2024/25**

	<u>PL</u>	<u>Total</u>
<b>Personnel Services</b>	50,000	50,000
<b>Consultant Services</b>	-	-
<b>Direct Expenses</b>		
Software Maintenance	26,250	26,250
<b>Total Direct Expenses</b>	26,250	26,250
<b>Grand Total</b>	<b>\$76,250</b>	<b>\$76,250</b>

**Task 3.1 Transportation Improvement Program**

**Fiscal Year 2025/26**

	<u>PL</u>	<u>Total</u>
<b>Personnel Services</b>	50,000	50,000
<b>Consultant Services</b>	-	-
<b>Direct Expenses</b>		
Software Maintenance	27,563	27,563
<b>Total Direct Expenses</b>	27,563	27,563
<b>Grand Total</b>	<b>\$77,563</b>	<b>\$77,563</b>

## Task 3.2—Annual List of Priority Projects - TPO

### Responsible Agency

**North Florida Transportation Planning Organization**

### Purpose

Establish project priorities to guide the Florida Department of Transportation (FDOT) in programming federal transportation funding in the new fifth year of the FDOT 5-Year Work Program.

### Previous Work

2024 Annual List of Priority Projects

### Required Activities

Coordinate with member local governments and authorities to identify and prioritize projects.

### Milestone/End Products/Target Dates

- Request priority projects from local governments and authorities in December 2024, 2025
- Present a draft List of Priority Projects to the TPO Board and Committees in February 2025, 2026
- Adopt the List of Priority Projects in March 2025, 2026 and transmit to FDOT

**Task 3.2 Lists of Priority Projects**

**Fiscal Year 2024/25**

	<u>PL</u>	<u>Total</u>
Personnel Services	5,000	5,000
Consultant Services	-	-
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$5,000</b>	<b>\$5,000</b>

**Task 3.2 Lists of Priority Projects**

**Fiscal Year 2025/26**

	<u>PL</u>	<u>Total</u>
Personnel Services	5,000	5,000
Consultant Services	-	-
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$5,000</b>	<b>\$5,000</b>

# Task 4—Long Range Transportation Plan -TPO

<b>Task 4 Long Range Transportation Plan - TPO</b>	
<b>Purpose:</b>	
Tasks related to developing the Long Range Transportation Plan and maintaining the TPO's travel demand model.	
<b>Previous Work Completed:</b>	
GIS and Model updating and maintenance, establish performance targets, LRTP amendments and modification, efficient transportation decision making, LRTP Updates	
<b>Required Activities:</b>	
<ul style="list-style-type: none"> <li>•4.1 GIS Model Update/Maintenance</li> <li>•4.2 Establishing performance targets</li> <li>•4.3 2045 LRTP Amendments and Modifications</li> <li>•4.4 Efficient Transportation Decision Making</li> <li>•4.5 2050 Long Range Transportation Plan Update</li> </ul>	
<b>End Product</b>	<b>Completion Date</b>
Specific to Subtasks	Refer to Subtask Sheets
<b>Responsible Agency: North Florida TPO</b>	

### Task 4 Long Range Transportation Plan

2025							
Funding Source	FHWA				Local		FY 2025 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	<i>Total</i>	Local Assessments	<i>Total</i>	
Personnel (salary and benefits)	\$ 5,000	\$ 15,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
Consultant	\$ 70,000	\$ 346,850	\$ -	\$ 416,850	\$ -	\$ -	\$ 416,850
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2025 Totals</b>	<b>\$ 80,000</b>	<b>\$ 361,850</b>	<b>\$ -</b>	<b>\$ 441,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 441,850</b>



### Task 4 Long Range Transportation Plan

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	<i>Total</i>	Local Assessments	<i>Total</i>	
Personnel (salary and benefits)	\$ 5,000	\$ 15,000	\$ -	\$ <b>20,000</b>	\$ -	\$ -	\$ 20,000
Consultant	\$ 55,000	\$ -	\$ -	\$ <b>55,000</b>	\$ -	\$ -	\$ 55,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 5,000	\$ -	\$ -	\$ <b>5,000</b>	\$ -	\$ -	\$ 5,000
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2026 Totals</b>	<b>\$ 65,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>

## Task 4.1 – GIS Model Update/Maintenance - TPO

### Responsible Agency

**North Florida Transportation Planning Organization.** This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

Update and maintain a geographical information system (GIS) and travel demand modeling tools.

### Previous Work

- The model including all socio-economic data, analysis years and data were updated for the 2045 Long Range Transportation Plan Update.
- CUBE code was cleaned to reduce run time.
- DAYSIM was modified to allow testing of AV and shared mobility scenarios.
- The model was converted to a 4-step version for the 2050 LRTP update

### Required Activities

- Frequent review and update of model networks and databases
- Develop maps as needed
- Technical support to model users
- Maintain/update model wiki page
- Provide training for model users
- Model update and enhancement

### Milestones/End Products/Target Dates

- Respond to questions from and assist model users as needed
- Develop a scope of work for model enhancements and execute a work task order for completion by June 2025, 2026

## Task 4.1—GIS Model Update/Maintenance - TPO

### Milestones/End Products/Target, continued

- Maintain and update the wiki page when changes following model enhancements
- Provide training for model users when needed, if consultant services are required a work task order will be issued for completion by June 2025/ June 2026
- Respond to request from staff and the public for GIS maps

### **Task 4.1 GIS/Model Update Maintenance**

#### **Fiscal Year 2024/25**

	<u>PL</u>	<u>Total</u>
<b>Personnel Services</b>	-	-
<b>Consultant Services</b>	70,000	70,000
<b>Direct Expenses</b>		
Software Maintenance	5,000	5,000
<b>Total Direct Expenses</b>	5,000	5,000
<b>Grand Total</b>	<b>\$75,000</b>	<b>\$75,000</b>

### **Task 4.1 GIS/Model Update Maintenance**

#### **Fiscal Year 2025/26**

	<u>PL</u>	<u>Total</u>
<b>Personnel Services</b>	-	-
<b>Consultant Services</b>	55,000	55,000
<b>Direct Expenses</b>		
Software Maintenance	5,000	5,000
<b>Total Direct Expenses</b>	5,000	5,000
<b>Grand Total</b>	<b>\$60,000</b>	<b>\$60,000</b>

## Task 4.2—Establishing Performance Targets - TPO

### Responsible Agency

**North Florida Transportation Planning Organization**

### Purpose

To adopt performance targets for safety, system performance, greenhouse gas and bridge and pavement condition and update when required. Monitor and update when appropriate transit safety and asset management targets concurrent with partner agency updates to Transit Asset Management and Public Transit Agency Safety Plans.

### Previous Work

The North Florida TPO has adopted all required performance targets. Performance data is maintained in the CMS Database/Dashboard and reported each year in the Annual Mobility Report.

### Required Activities

Coordinate with FDOT and transit agencies in target setting/updating

### Milestone/End Products/Target Dates

- Annually adopt PM1 safety targets
- Update targets as needed

**Task 4.2 Establishing Performance Targets**

**Fiscal Year 2024/25**

	<u>SU</u>	<u>Total</u>
Personnel Services	5,000	5,000
Consultant Services	-	-
Direct Services	-	-
<b>Grand Total</b>	<b>\$5,000</b>	<b>\$5,000</b>

**Task 4.2 Establishing Performance Targets**

**Fiscal Year 2025/26**

	<u>SU</u>	<u>Total</u>
Personnel Services	5,000	5,000
Consultant Services	-	-
Direct Services	-	-
<b>Grand Total</b>	<b>\$5,000</b>	<b>\$5,000</b>

## Task 4.3—2045 Long Range Transportation Plan Amendments and Modifications - TPO

### Responsible Agency

**North Florida Transportation Planning Organization**

### Purpose

The 2045 Long Range Transportation Plan was adopted November 14, 2019. The 2050 Long Range Transportation Plan will be adopted in November 2024. No amendments are planned, but should the need arise all work will be billed to this task.

### Previous Work

The 2045 Long Range Transportation Plan was adopted November 14, 2019.

### Required Activities

Depending on the nature and timing of the amendment additional modeling may be required. The extent of public involvement will depend on the number of counties impacted by the proposed change.

### Milestones/End Products/Target Dates

The North Florida TPO adopted Path Forward 2045 November 14, 2019. No amendments are anticipated in FY 2024/25. The North Florida TPO 2050 LRTP will be adopted in November 2024. No amendments are anticipated in FY 2024/25 or FY 2025/26. The plan will only be amended if needed.

**Task 4.3 2045 LRTP Plan Amendments and  
Modifications  
Fiscal Year 2024/25**

	<u>SU</u>	<u>Total</u>
Personnel Services	10,000	10,000
Consultant Services	-	-
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$10,000</b>	<b>\$10,000</b>

**Task 4.3 2045 LRTP Plan Amendments and  
Modifications  
Fiscal Year 2025/26**

	<u>SU</u>	<u>Total</u>
Personnel Services	10,000	10,000
Consultant Services	-	-
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$10,000</b>	<b>\$10,000</b>



## Task 4.4 – Efficient Transportation Decision Making Process - TPO

### Responsible Agency

**North Florida Transportation Planning Organization**

### Purpose

To integrate FDOT's Efficient Transportation Decision Making Process (ETDM) in the North Florida TPO's transportation planning process.

### Previous Work

Staff participated in the ETDM process.

### Required Activities

Review and comment on potential socio-cultural effects of candidate transportation projects based on available information.

### Milestones/End Products/Target Dates

Staff will comment on FDOT submissions as needed in FY 2024/25 and 2025/26

**Task 4.4 Efficient Transportation Decision Making**

**Fiscal Year 2024/25**

	<u>PL</u>	<u>Total</u>
Personnel Services	5,000	5,000
Consultant Services	-	-
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$5,000</b>	<b>\$5,000</b>

**Task 4.4 Efficient Transportation Decision Making**

**Fiscal Year 2025/26**

	<u>PL</u>	<u>Total</u>
Personnel Services	5,000	5,000
Consultant Services	-	-
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$5,000</b>	<b>\$5,000</b>

## Task 4.5—2050 Long Range Transportation Plan Update - TPO

### Responsible Agency

**North Florida Transportation Planning Organization.** This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

Fulfillment of federal planning requirement to develop a performance based long range transportation plan (LRTP) with at least a 20 year planning horizon and update it every 5 years

### Previous Work

Developed 2015 model base year socio-economic data and project scope for the 2045 LRTP. Completed materials related to the 2050 adoption in the prior UPWP including the planning context report, financial resources document, needs plan, surveys and model development. This task was not completed within the prior UPWP and the completion date is rolled the FY25 – 26 UPWP.

### Required Activities

- Update, validate and calibrate travel demand model
- Public involvement utilizing appropriate communications platforms
- Develop 2035 and 2050 needs and cost feasible plans
- Incorporate federal planning factors
- Incorporate performance measures and develop system performance report
- Address vehicle electrification and automation
- Consider resiliency of the transportation system

## Milestones/End Products/Target Dates

- Deliverable to include end products from prior UPWP task
- Draft LRTP and final version will be complete in November 2024 as part of the FY 2024/25.

**Task 4.5 2050 Long Range Transportation Plan Update**  
**Fiscal Year 2024/25**

	<u>SU</u>	<u>Total</u>
<b>Personnel Services</b>	-	-
<b>Consultant Services</b>	346,850	346,850
<b>Direct Expenses</b>	-	-
<b>Grand Total</b>	<b>\$346,850</b>	<b>\$346,850</b>

+Note this study was started in the FY23 – FY24 UPWP

# Task 5—Special Projects - TPO

<b>Task 5 Special Projects - TPO</b>	
<b>Purpose:</b>	
Studies to support airport, port, transit, corridor, and other special studies as needed.	
<b>Previous Work Completed:</b>	
Every year the TPO undertakes planning studies to support our member agencies. These studies are posted on our website at: <a href="https://northfloridatpo.com/planning/studies-initiatives">https://northfloridatpo.com/planning/studies-initiatives</a>	
<b>Required Activities:</b>	
<ul style="list-style-type: none"> <li>• 5.1 Annual Mobility Report</li> <li>• 5.2 Midblock Crossings for Non-Motorized User Safety</li> <li>• 5.3 University Blvd Corridor Safety Evaluation Study for Non-Motorized Users</li> <li>• 5.4 Cheswick Oaks Avenue Corridor Study</li> <li>• 5.5 Chester Rd Pedestrian Study</li> <li>• 5.6 SR 105 Corridor Study</li> <li>• 5.7 Atlantic Beach Roundabout Feasibility Study</li> <li>• 5.8 International Golf Parkway Corridor Access Management</li> </ul>	<ul style="list-style-type: none"> <li>• 5.9 Safe Routes to Schools Pilot Program</li> <li>• 5.18 SMART St. Augustine Performance Measure Evaluation</li> <li>• 5.20 JAXPORT Terminal Optimization Study</li> <li>• 5.25 Regional First/Last Mile Pedestrian Safety Improvement for Transit Study</li> </ul>
<b>End Product</b>	<b>Completion Date</b>
Specific to Subtasks	Refer to Subtask Sheets
<b>Responsible Agency: North Florida TPO</b>	

## Task 5 Special Projects

2025							
Funding Source	FHWA				Local		FY 2025 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	<i>Total</i>	Local Assessments	<i>Total</i>	
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 893,000*	\$ 110,000	\$ -	\$ 1,003,000	\$ -	\$ -	\$ 1,003,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2025 Totals</b>	<b>\$ 893,000</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ 1,003,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,003,000</b>

\*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [\[§ 11206\(b\)\]](#) The total amount of funds used by the TPO for Complete Streets planning for FY 24/25 is \$250,000 of \$620,000 PL. 2.5% of the total PL allocation for FY 24/25 is \$65,132.



### Task 5 Special Projects

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	<i>Total</i>	Local Assessments	<i>Total</i>	
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 20,000	\$ 55,000	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2026 Totals</b>	<b>\$ 20,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>

## Task 5.1—Annual Mobility Report - TPO

### Responsible Agency

**North Florida Transportation Planning Organization** This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

To develop the TPO's Annual Mobility Report as part of the continuing congestion management process.

### Previous Work

In FY 2023/24 the TPO did an extensive update of the Congestion Management Process (Task 5.23) and created a format for the Annual Mobility Report (Task 5.1). In each subsequent year an Annual Mobility Report has been produced.

### Required Activities

- Use FDOT's Mobility Performance Measures tool, BlueToad database and other relevant data to update the mobility performance status of key corridors in the region. Analyze vehicle probe data and other available data sources to assess reliability. Implement FAST Act performance measures adopted by FHWA for systems performance.

### Milestones/End Products/Target Dates

- Draft document for review March 2025, 2026
- Final document for publication and posting June 2025, 2026

**Task 5.1 Annual Mobility Report**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
Personnel Services	-	-	-
Consultant Services	20,000	55,000	75,000
Direct Expenses	-	-	-
<b>Grand Total</b>	<b>\$20,000</b>	<b>\$55,000</b>	<b>\$75,000</b>

**Task 5.1 Annual Mobility Report**  
**Fiscal Year 2025/26**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
Personnel Services	-	-	-
Consultant Services	20,000	55,000	75,000
Direct Expenses	-	-	-
<b>Grand Total</b>	<b>\$20,000</b>	<b>\$55,000</b>	<b>\$75,000</b>

## Task 5.2 – Midblock Crossings for Non-Motorized User Safety (Duval County) - TPO

### Responsible Agency

North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

Establish selection/prioritization process for systemic implementation of midblock crossing treatments in the City of Jacksonville. Existing RRFB criteria and mapping must be considered. FHWA list of 28 proven safety countermeasures must also be considered. NACTO's Urban Street Design Guide must also be considered, specifically their guidance on midblock crosswalks.

### Previous Work

- 2023 Strategic Safety Plan (Task 5.14)
- 2023 Bike/Ped Master Plan (Task 5.3)

### Required Activities

- Develop a map of prioritized routes and/or locations, based on selection criteria. Review crash data and recommend safety improvements
- Record high reported bike-ped crash corridors must be added to analysis/mapping, including Merrill Rd and 103rd St (where many bike-ped fatalities have been reported).
- Establish performance targets and a methodology to measure progress related to the implementation of midblock crossing infrastructure.

### Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2024
- Draft document for review March 2025
- Final document for publication and posting June 2025

**Task 5.2 Midblock Crossings for Non-Motorized User**

**Safety**

**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
<b>Personnel Services</b>	-	-	-
<b>Consultant Services</b>	50,000	55,000	105,000
<b>Direct Expenses</b>	-	-	-
<b>Grand Total</b>	<b>\$50,000</b>	<b>\$55,000</b>	<b>\$105,000</b>

## Task 5.3 – University Blvd Corridor Safety Evaluation Study for Non-Motorized Users (Duval County) - TPO

### Responsible Agency

North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

This work effort will analyze and identify potential safety improvements along University Blvd, between San Jose Blvd (southwest) and Fort. Caroline Rd (northeast). Crash analysis for this route identifies it as a high bike-ped fatality corridor. Study may partition full corridor into smaller segments, where necessary. Segments along University Blvd may include: 1) from San Jose Blvd (west) to I-95 (east); 2) from I-95 (west) to Wateredge Lane (north); 3) from Wateredge Lane (south) to Merrill Rd (north). Study must identify potential safety improvements, including those identified in FHWA's 28 proven safety countermeasures. These recommendations may include but are not limited to signaling improvements, lane reduction, striping, enhanced crosswalks, lighting, midblock crossings, bicycle facilities, reduced speed treatments, raised crosswalks and intersections, protected intersections, driveway improvements, sidewalk improvements, and others. Barriers to safety treatment implementation, due to row constraints, utilities, or existing conditions, must be addressed and mitigation/workaround recommendations provided.

### Previous Work

- 2023 Strategic Safety Plan (Task 5.14)

### Required Activities

- Identify potential safety improvements, including those identified in FHWA's 28 proven safety countermeasures
- Barriers to safety treatment implementation, due to row constraints, utilities, or existing conditions, must be addressed and mitigation/workaround recommendations provided.
- On-line survey

### Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2024

### Milestones/End Products/Target Dates (continued)

- Draft document for review March 2025
- Final document for publication and posting June 2025

**Task 5.3 University Blvd Corridor Safety Evaluation Study**  
**for Non-Motorized Users**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
Personnel Services	-	-	-
Consultant Services	100,000	-	100,000
Direct Expenses	-	-	-
<b>Grand Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>



## Task 5.4— Cheswick Oaks Avenue Corridor Study (Clay County) - TPO

### Responsible Agency

**North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.**

### Purpose

This study will provide a detailed evaluation of the corridor through defined geometric analysis, site specific impacts, and feasibility analysis for this roadway connection.

### Previous Work

- No previous work from the North Florida TPO on this corridor

### Required Activities

- Review crash history within the corridor limits
- Identify and analyze existing operational and design issues
- Identify and analyze feasible strategies to improve the safety and performance of the corridor for all users
- Public outreach coordinated with the Clay county

### Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2024
- Draft document for review March 2025
- Final document for publication and posting June 2025

**Task 5.4 Cheswick Oaks Avenue Corridor Study**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
Personnel Services	-	-	-
Consultant Services	100,000	-	100,000
Direct Expenses	-	-	-
<b>Grand Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>

## Task 5.5 – Chester Rd Pedestrian Study (Nassau County)- TPO

### Responsible Agency

**North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.**

### Purpose

The study purpose is to analyze Chester Rd from Heron Isles to Blackrock Rd to determine if a sidewalk or trail is feasible and get some preliminary numbers on the potential cost. The roadway is in Nassau County, FL. The TPO will work in partnership with Nassau County and the Florida Department of Transportation (FDOT) to provide options for implementation that may include traditional strategies such as constructing sidewalks or installing pedestrian signals as well as lower-cost improvements that are quicker to implement.

### Previous Work

- In 2024 the TPO performed Pedestrian & Bicycle Corridor Safety Studies in Nassau County (Task 5.21)

### Required Activities

- Coordinate with Nassau County staff to confirm project goals and objectives
- Perform data collection and field review
- Perform a safety field review
- Identify countermeasures and evaluate the impact of countermeasures
- Develop an implementation plan

### Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2024
- Draft document for review March 2025
- Final document for publication and posting June 2025

**Task 5.5 Chester Rd Pedestrian Study**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
<b>Personnel Services</b>	-	-	-
<b>Consultant Services</b>	75,000	-	75,000
<b>Direct Expenses</b>	-	-	-
<b>Grand Total</b>	\$75,000	\$0	\$75,000

## Task 5.6— SR 105 Corridor Study (Duval County)- TPO

### Responsible Agency

North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

This study will investigate different intersection and grade separation concepts and impacts for SR 105 from New Berlin Rd E. to W. of Blount Island Blvd (1.3 Miles). The study will evaluate transportation needs for the continued long-term development of JAXPORT's Blount Island Marine Terminal (BIMT) as well as future growth and opportunities to improve freight connections to existing and future freight clusters in the area. Furthermore, the study will evaluate opportunities to improve roadway and railroad safety along corridor by eliminating at grade crossings and sustain and enhance the ports strategic seaport military value and readiness to continue to support force deployment during contingencies and other national defense emergencies at BIMT & Marine Corps Support Facility Blount Island (MCSF-BI).

### Previous Work

- 2024 JAXPORT Terminal Optimization Study (Task 5.20)
- 2024 Regional Freight Plan (Task 5.15)

### Required Activities

- Conduct traffic counts to estimate traffic volumes
- Analyze the current and projected traffic at along the corridor
- Ongoing coordination with JAXPORT and FDOT staff
- Develop high level concept plans to illustrate proposed improvements
- Develop preliminary opinions of probable construction costs

## Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2024
- Draft document for review March 2025
- Final document for publication and posting June 2025

**Task 5.6 SR 105 Corridor Study**

**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
<b>Personnel Services</b>	-	-	-
<b>Consultant Services</b>	100,000	-	100,000
<b>Direct Expenses</b>	-	-	-
<b>Grand Total</b>	\$100,000	\$0	\$100,000

## Task 5.7 – Atlantic Beach Roundabout Feasibility Study (Duval County)- TPO

### Responsible Agency

**North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.**

### Purpose

This study will provide an update to a previous roundabout feasibility study for the intersection of Seminole Road, Sherry Drive, and Plaza Drive. The following questions need to be revisited: Will a roundabout be safer?; Will traffic move in a quick and easy manner through the intersection?; What impacts will the roundabout have on the existing intersection?; and What will it take to build a roundabout? The requested study will update the existing study to current conditions.

### Previous Work

- No previous studies by the TPO
- Atlantic Beach Roundabout Study, 2004 performed by GAI

### Required Activities

- Develop and promote an electronic survey to solicit public input consistent with the 2023 Public Participation Plan
- Coordinate with staff in City of Jacksonville, Atlantic Beach, Atlantic Beach Police Department and Jacksonville Fire and Rescue Division to identify potential concepts
- Analyze traffic and safety impacts of the proposed concepts
- Develop preliminary cost estimate
- Report the findings in a draft and final report

### Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2024
- Draft document for review March 2025
- Final document for publication and posting June 2025



**Task 5.7 Atlantic Beach Roundabout Feasibility Study**

**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
<b>Personnel Services</b>	-	-	-
<b>Consultant Services</b>	75,000	-	75,000
<b>Direct Expenses</b>	-	-	-
<b>Grand Total</b>	\$75,000	\$0	\$75,000

## Task 5.8 – International Golf Parkway Corridor Access Management (St. Johns County)- TPO

### Responsible Agency

North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

This study will evaluate improving traffic flow along International Golf Parkway, particularly around the World Commerce Parkway intersections. There are high traffic generators built along World Commerce Pkwy, with more high traffic generators currently in construction and planned. Improving traffic flow through alternate access points, interstate interchange modifications, and intersection/roadway improvements need to be studied. St. Johns County has LOS analysis at some intersections and recent turning movement counts at many of the intersections collected in 2023, along with some concepts that can be modeled. The traffic impact from the future connection of CR2209 to IGP should also be considered

### Previous Work

No previous studies for this corridor.

### Required Activities

- Review crash history in the corridor
- Identify existing and proposed development in the corridor and address related access management issues
- Identify feasible strategies to improve the safety and performance of the corridor for all users
- Coordinate with St. Johns County for public outreach
- Evaluate various concepts and consider impact from the future connection of CR2209 to IGP

### Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2024
- Draft document for review March 2025
- Final document for publication and posting June 2025

**Task 5.8 International Golf Parkway Corridor Access**  
**Management**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
<b>Personnel Services</b>	-	-	-
<b>Consultant Services</b>	100,000	-	100,000
<b>Direct Expenses</b>	-	-	-
<b>Grand Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>

## Task 5.9 – Safe Routes to Schools Pilot Program - TPO

### Responsible Agency

**North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.**

### Purpose

This study will create a pilot program to aid schools and municipalities in preparing and submitting Safe Routes to Schools applications. The study will include determining eligibility and feasibility of the application and carrying out tasks such as documenting background information, identifying problem areas, and identifying infrastructure improvements, providing cost estimates and preparing other materials related to the application process.

### Previous Studies

- 2023 Bike Ped Master Plan (Task 5.3)
- Various planning studies throughout the four county region

### Required Activities

- Work with member counties to determine candidate Safe Routes to Schools projects
- Document background information
- Identify problem areas
- Identify infrastructure improvements
- Prepare cost estimates for proposed solutions
- Prepare additional submittal information and aid the applicant with various tasks associated with the application

### Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2024
- Draft document for review March 2025
- Final document for publication and posting June 2025

**Task 5.9 Safe Routes to Schools Pilot Program**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
Personnel Services	-	-	-
Consultant Services	50,000	-	50,000
Direct Expenses	-	-	-
<b>Grand Total</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>

## Task 5.18—Smart St. Augustine (St. Johns County) Performance Measure Evaluation - TPO

### Responsible Agency

North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

This study will perform performance measure baselining and tracking to capture the impact of the Smart St. Augustine technology deployment on selected performance measures. The methods and techniques will be consistent with the performance measurement guidance for the RAISE discretionary grant program.

### Previous Work

- Congestion Management Process Update, 2019 (Task 5.4)
- Annual Mobility Report, 2019, 2020, 2021, 2022, 2023 (Task 5.1)
- SMART St. Augustine Master Plan, 2019 (Task 5.36)
- SMART Region Master Plan, 2017 (Task 5.5)

### Required Activities

- Coordinate the collection of baseline performance measure data for selected performance measures including bike/ped counts and travel times on key corridors
- Conduct field review if necessary to aid in performance measure data collection
- Coordinate with the City of St. Augustine, the FDOT, and the FHWA to ensure all reporting criteria are satisfied according to the performance measure guidance for the RAISE discretionary grant program
- Summarize the performance measure baseline measurements in a report consistent with FHWA reporting standards

### Milestones/End Products/Target Dates

- Draft document for review March 2025
- Final document for reporting to FHWA in May 2025

**Task 5.18 SMART St. Augustine Performance Measure**  
**Evaluation**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
Personnel Services	-	-	-
Consultant Services	50,000	-	50,000
Direct Expenses	-	-	-
<b>Grand Total</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>

## Task 5.20—JAXPORT Terminal Optimization Study - TPO

### Responsible Agency

**North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.**

### Purpose

The focus of this study is to improve traffic flow and mobility of trucks in and out of JAXPORT's Blount Island Marine Terminal. The primary goal of the study is to conduct a comprehensive assessment of current and projected traffic patterns related to truck movements at Blount Island Marine Terminal gates and identify geometric improvements to accommodate the expected growth and traffic circulation needs. This task was not completed within the prior UPWP and the completion date is rolled to the FY25 – 26 UPWP.

### Previous Work

- The North Florida Freight, Logistics and Intermodal Framework Plan, 2012
- Jacksonville Regional Distribution Center Study, 2018 (Task 5.23)
- JAXPORT Origin-Destination Study, 2021 (Task 5.5)

### Required Activities

- Identify ways to improve tenant circulation and operations on JAXPORT's Blount Island Marine Terminal Roadways.
- Review current conditions and consider future improvement plans
- Data collection at external and internal Jaxport/Tenant gates and internal Blount Island roadways
- Consider and simulate future alternative growth scenarios and needed infrastructure improvements.
- Coordinate with JAXPORT staff as well as the FDOT District 2 Freight Coordinator

### Milestones/End Products/Target Dates

- Deliverable to include end products from prior UPWP task
- Draft document for review March 2025
- Final document for publication and posting June 2025



**Task 5.20 JAXPORT Terminal Optimization Study**

**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
<b>Personnel Services</b>	-	-	-
<b>Consultant Services</b>	53,000	-	53,000
<b>Direct Expenses</b>	-	-	-
<b>Grand Total</b>	\$53,000	\$0	\$53,000

++Note this study was started in the FY23 – FY24 UPWP

## Task 5.25— Regional First/Last-Mile Pedestrian Safety Improvement for Transit Study- TPO

### Responsible Agency

North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

This study will select 5-15 transit stations for full analysis of recommended pedestrian safety improvements within half-mile walksheds. Study will include list of recommended pedestrian safety improvements within 0.5-mile walkshed, OPCCs for safety improvements and potential increase in ridership (network analysis using GIS). This task was not completed within the prior UPWP and the completion date is rolled the FY25 – 26 UPWP.

### Previous Work

- North Florida Regional Bicycle and Pedestrian Master Plan (Task 5.3)

### Required Activities

- Coordinate with staff at regional transit agencies to identify potential transit stations
- Develop list of recommended pedestrian safety improvements
- Develop opinions of probable construction costs
- Estimate increase in ridership

### Milestones/End Products/Target Dates

- Deliverable to include end products from prior UPWP task
- Public outreach consistent with the Public Participation Plan, Fall 2024
- Draft document for review March 2025
- Final document for publication and posting June 2025

**Task 5.25 Regional First/Last Mile Pedestrian Safety**  
**Improvement for Transit Study**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>SU</u>	<u>Total</u>
<b>Personnel Services</b>	-	-	-
<b>Consultant Services</b>	120,000	-	120,000
<b>Direct Expenses</b>	-	-	-
<b>Grand Total</b>	\$120,000	\$0	\$120,000

+Note this study was started in the FY23 – FY24 UPWP

# Task 6—Public Involvement - TPO

<b>Task 6 Public Involvement - TPO</b>	
<b>Purpose:</b>	
Tasks to support the TPO's ongoing public involvement activities	
<b>Previous Work Completed:</b>	
<ul style="list-style-type: none"> <li>• Coordinated half-day first annual Safe Streets Summit with about 150 attendees and speakers from around the country.</li> <li>• Coordinated varied advertising and advertorial opportunities in such publications as the Jacksonville Business Journal and Advantage Business Magazine; continued monthly meetings advertising in the Florida Times Union.</li> <li>• Helped coordinate Clean Fuels Outreach and events.</li> <li>• Assisted with Annual Report and other TPO brochures</li> <li>• 2023 Update of the Public Participation Plan</li> </ul>	
<b>Required Activities:</b>	
•6.1 Public Involvement Program	
<b>End Product</b>	<b>Completion Date</b>
Specific to Subtasks	Refer to Subtask Sheets
<b>Responsible Agency: North Florida TPO</b>	

## Task 6 Public Involvement

2025							
Funding Source	FHWA				Local		FY 2025 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	<i>Total</i>	Local Assessments	<i>Total</i>	
Personnel (salary and benefits)	\$ 70,000	\$ -	\$ -	\$ <b>70,000</b>	\$ -	\$ -	\$ 70,000
Consultant	\$ 210,000	\$ -	\$ -	\$ <b>210,000</b>	\$ -	\$ -	\$ 210,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 4,538	\$ -	\$ -	\$ <b>4,538</b>	\$ 60,000	\$ <b>60,000</b>	\$ 64,538
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2025 Totals</b>	<b>\$ 284,538</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 284,538</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 344,538</b>

## Task 6 Public Involvement

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number	G2W76				Local Assessments		
Source Level	PL	SU	CMAQ	<i>Total</i>	Local Assessments	<i>Total</i>	
Personnel (salary and benefits)	\$ 70,000	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000
Consultant	\$ 210,000	\$ -	\$ -	\$ 210,000	\$ -	\$ -	\$ 210,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 60,000	\$ 60,000	\$ 65,000
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2026 Totals</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 285,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 345,000</b>

## Task 6.1—Public Involvement - TPO

### Responsible Agency

**North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.**

### Purpose

Continue to develop, implement and evaluate a proactive public involvement process using integrated marketing communications strategies that provide a two-way informational flow to reach key stakeholders, the media and the public. Enhancing the organization's visibility and reputation, educating the public about our purpose, studies and initiatives, and outreaching to and involving the regional community in the transportation planning process are critical components of a goal-based effort. The strategies include branding, relationship building, select sponsorships, print and electronic publications and an annual report, advertorials, media relations, social media, organizational and project print advertising, graphic design, PowerPoint presentations, website and select events, workshops and training opportunities.

### Previous Work

- Coordinated half-day first annual Safe Streets Summit with about 150 attendees and speakers from around the country.
- Coordinated varied advertising and advertorial opportunities in such publications as the Jacksonville Business Journal and Advantage Business Magazine; continued monthly meetings advertising in the FTU.
- Helped coordinate Clean Fuels Outreach and events.
- Assisted with Annual Report and other TPO brochures
- 2023 Update of the Public Participation Plan



## Task 6.1—Public Involvement - TPO

### Required Activities

- Develop and update brochures and study summaries to promote the organization, our services and initiatives and to educate citizens, the media and primary stakeholders.
- Develop publish and distribute the Annual Report describing the TPO's current and planned activities and initiatives.
- Develop select organizational sponsorships that enhance visibility and align with the TPO's mission.
- Purchase photos and photographic services as needed that reflect our service area and activities.
- Review and update the Public Involvement Plan and evaluate its effectiveness on a continuing basis.
- Develop, implement and track social media channels about TPO activities and initiatives that further enhance TPO reputation and citizen understanding of transportation issues and initiatives. Improved E-communications and print brochures, updated database, and improved outreach through social media.
- Continue building relationships and partnerships with community organizations such as area Chambers of Commerce, civic groups, businesses, transportation entities and other organizations that fit into or compliment the TPO mission.
- Continue to advertise monthly meetings in the Florida Times Union and other public hearings or meetings accordingly.
- Continue building media relationships and partnerships for both proactive and reactive media situations, public affairs programming and editorial boards. Be a resource to the media re: broad transportation issues.
- Continue advertising/explore other opportunities with WJCT and First Coast Connect, the area's only weekday public affairs radio program; continue organizational advertising, advertorial opportunities in the Business Journal and other area publications.
- Review/update the Title VI Nondiscrimination and Limited English Proficiency Plans as needed.
- Continue to work with Citizens Advisory and Technical Advisory Committees and TPO Policy Board.
- Continue to support the marketing efforts of the Clean Fuels Coalition.
- Publish a monthly electronic newsletter.

## Task 6.1—Public Involvement - TPO

### Milestones/End Products/Target Dates

- Publish and distribute Annual Report June 2025, 2026
- Ongoing maintenance of TPO website and social media
- Electronically publish TPO newsletter monthly
- On-going promotion and advertising of all TPO meetings, plans and programs

**Task 6.1 Public Involvement**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>Local</u>	<u>Total</u>
Personnel Services	70,000	-	70,000
Consultant Services	210,000	-	210,000
Direct Expenses			
Advertising	4,538	-	4,538
Meetings	-	10,000	10,000
Organizational Memberships	-	-	-
Other Business Related Items	-	10,000	10,000
Printing/Copying	-	10,000	10,000
Promotional Items	-	10,000	10,000
Software Maintenance	-	10,000	10,000
Sponsorships	-	10,000	10,000
<b>Total Direct Expenses</b>	4,538	60,000	64,538
<b>Grand Total</b>	<b>\$284,538</b>	<b>\$60,000</b>	<b>\$344,538</b>

**Task 6.1 Public Involvement**  
**Fiscal Year 2025/26**

	<u>PL</u>	<u>Local</u>	<u>Total</u>
<b>Personnel Services</b>	70,000	-	70,000
<b>Consultant Services</b>	210,000	-	210,000
<b>Direct Expenses</b>			
Advertising	5,000	-	5,000
Meetings	-	10,000	10,000
Organizational Memberships	-	-	-
Other Business Related Items	-	10,000	10,000
Printing/Copying	-	10,000	10,000
Promotional Items	-	10,000	10,000
Software Maintenance	-	10,000	10,000
Sponsorships	-	10,000	10,000
<b>Total Direct Expenses</b>	5,000	60,000	65,000
<b>Grand Total</b>	<b>\$285,000</b>	<b>\$60,000</b>	<b>\$345,000</b>

# Task 7—Systems Planning – TPO; JTA

<b>Task 7 Systems Planning – TPO; JTA</b>	
<b>Purpose:</b>	
Recurring planning studies and projects including bicycle/pedestrian planning, transit planning and transportation demand management (TDM).	
<b>Previous Work Completed:</b>	
See individual Subtask descriptions	
<b>Required Activities:</b>	
<ul style="list-style-type: none"> <li>• 7.1 Bicycle/Pedestrian Facilities Planning</li> <li>• 7.2 First Coast Commuter Services</li> <li>• 7.3 Transit Planning for the St. Augustine UA</li> <li>• 7.4 Smart North Florida Coalition</li> <li>• 7.5 Clean Fuels Coalition</li> <li>• 7.6 Strategic Planning</li> <li>• 7.7 Transit Asset Management Planning</li> <li>• 7.8 Transit Oriented Development (TOD) Planning</li> <li>• 7.9 Sustainability Planning</li> <li>• 7.10 Automation Planning</li> <li>• 7.11 TOD Planning for the FCF Green Line</li> </ul>	
<b>End Product</b>	<b>Completion Date</b>
Specific to Subtasks	Refer to Subtask Sheets
<b>Responsible Agency: North Florida TPO, Jacksonville Transportation Authority</b>	

Task 7 Systems Planning

2025												
Funding Source	FHWA				Local		Federal Other		FTA 5307			FY 2025 Total
Contract Number	G2W76				Local Assessments		USDOE		JTA			
Source Level	PL	SU	CMAQ	Total	Local Assessments	Total	Federal	Total	Federal	Local	Total	
Personnel (salary and benefits)	\$ 65,000	\$ -	\$ 145,000	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 30,000	\$ 150,000	\$ 360,000
Consultant	\$ 60,000	\$ 175,000	\$ -	\$ 235,000	\$ -	\$ -	\$ 110,000	\$ 110,000	\$ 1,484,000	\$ 371,000	\$ 1,855,000	\$ 2,200,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 95,000	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2025 Totals</b>	<b>\$ 125,000</b>	<b>\$ 175,000</b>	<b>\$ 170,000</b>	<b>\$ 470,000</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 1,604,000</b>	<b>\$ 401,000</b>	<b>\$ 2,005,000</b>	<b>\$ 2,680,000</b>

Task 7 Systems Planning

2026															
Funding Source	FHWA				Local		Federal Other		FTA 5307			FTA Other			FY 2026 Total
Contract Number	G2W76				Local Assessments		USDOE		JTA			JTA			
Source Level	PL	SU	CMAQ	Total	Local Assessments	Total	Federal	Total	Federal	Local	Total	Federal	Local	Total	
Personnel (salary and benefits)	\$ 65,000	\$ -	\$ 145,000	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ 49,000	\$ 12,250	\$ 61,250	\$ -	\$ -	\$ -	\$ 271,250
Consultant	\$ 60,000	\$ 175,000	\$ -	\$ 235,000	\$ -	\$ -	\$ 110,000	\$ 110,000	\$ 1,555,000	\$ 388,750	\$ 1,943,750	\$ 1,200,000	\$ 300,000	\$ 1,500,000	\$ 3,788,750
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 95,000	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2026 Totals</b>	<b>\$ 125,000</b>	<b>\$ 175,000</b>	<b>\$ 170,000</b>	<b>\$ 470,000</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 1,604,000</b>	<b>\$ 401,000</b>	<b>\$ 2,005,000</b>	<b>\$ 1,200,000</b>	<b>\$ 300,000</b>	<b>\$ 1,500,000</b>	<b>\$ 4,180,000</b>

## Task 7.1 – Bicycle/Pedestrian Facilities Planning - TPO

### Responsible Agency

**North Florida Transportation Planning Organization**

### Purpose

Ensure bicyclists and pedestrians are considered in all planning and programming of transportation facilities including roads, trails and transit.

### Previous Work

The Regional Bicycle and Pedestrian Plan was Updated in June 2023. Subsequently, a number of focus area plans recommended in the plan were completed. In 2019 a Regional Multi-Use Trails Master Plan was developed.

### Required Activities

- Implement recommendations of the Regional Bicycle and Pedestrian Plan and Regional Multi-Use Master Plan
- Develop SunTrails and Transportation Alternative Program (TAP) priorities for inclusion in the Annual List of Priority Projects
- Promote bicycle and pedestrian safety
- Support and when possible provide appropriate training for local planners, engineers, enthusiasts and advocates
- Support the local Bicycle and Pedestrian Action groups
- Coordinate project priorities and coordination with county members through meetings of the Bicycle and Pedestrian Planning Group

### Milestone/End Product/Target Dates

- Submit TAP and SunTrails priorities through the List of Priority Projects
- Organize regular meetings of the Bicycle and Pedestrian Planning Group



**Task 7.1 Bicycle/Pedestrian Facilities Planning**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>Local</u>	<u>Total</u>
<b>Personnel Services</b>	65,000	-	65,000
<b>Consultant Services</b>	-	-	-
<b>Direct Expenses</b>			
Meetings	-	3,000	3,000
Printing/Copying	-	1,000	1,000
Training	-	1,000	1,000
<b>Total Direct Expenses</b>	-	5,000	5,000
<b>Grand Total</b>	\$65,000	\$5,000	\$70,000

**Task 7.1 Bicycle/Pedestrian Facilities Planning**  
**Fiscal Year 2025/26**

	<u>PL</u>	<u>Local</u>	<u>Total</u>
<b>Personnel Services</b>	65,000	-	65,000
<b>Consultant Services</b>	-	-	-
<b>Direct Expenses</b>			
Meetings	-	3,000	3,000
Printing/Copying	-	1,000	1,000
Training	-	1,000	1,000
<b>Total Direct Expenses</b>	-	5,000	5,000
<b>Grand Total</b>	\$65,000	\$5,000	\$70,000

## Task 7.2—First Coast Commuter Services - TPO

### Responsible Agency

**North Florida Transportation Planning Organization**

### Purpose

To promote the North Florida TPO's "Cool to Pool" commuter assistance program to encourage alternatives to driving alone by forming carpools and vanpools that help reduce regional road congestion and energy use.

### Previous Work

The ride-matching software that drives the commuter assistance program has been updated to improve the web user interface, to improve its marketability to employers and is easy to use for employees, with the ability to offer incentives, and to record keep.

### Required Activities

- Support Cool to Pool Ride Matching Program

### Milestones/End Product/Target Dates

- Annual funding for support of web-based ride matching

**Task 7.2 First Coast Commuter Services**

**Fiscal Year 2024/25**

	<u>CM</u>	<u>Total</u>
<b>Personnel Services</b>	-	-
<b>Consultant Services</b>	-	-
<b>Direct Expenses</b>		
Organizational Memberships	800	800
Software Maintenance	19,200	19,200
<b>Total Direct Expenses</b>	20,000	20,000
<b>Grand Total</b>	<b>\$20,000</b>	<b>\$20,000</b>

**Task 7.2 First Coast Commuter Services**

**Fiscal Year 2025/26**

	<u>CM</u>	<u>Total</u>
<b>Personnel Services</b>	-	-
<b>Consultant Services</b>	-	-
<b>Direct Expenses</b>		
Organizational Memberships	800	800
Software Maintenance	19,200	19,200
<b>Total Direct Expenses</b>	20,000	20,000
<b>Grand Total</b>	<b>\$20,000</b>	<b>\$20,000</b>

## Task 7.3—Transit Planning for the St. Augustine UA - TPO

### Responsible Agency

North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

To assist the St. Johns County Commission and the Council on Aging in providing transit services in the St. Augustine Urbanized Area (UA).

### Previous Work

The North Florida TPO provided funding assistance to the St. Augustine UA to develop a Transit Development Plan, staff training and a Transit Quality of Service Survey.

### Required Activities

- Develop Transit Development Plan
- Provide assistance as requested

### Milestones/End Products/Target Dates

- Annual update of the Transit Development Plan, June 2024, 2025
- Provided assistance as requested

**Task 7.3 Transit Planning for the St. Augustine UA**  
**Fiscal Year 2024/25**

	<u>PL</u>	<u>Total</u>
Personnel Services	-	-
Consultant Services	60,000	60,000
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$60,000</b>	<b>\$60,000</b>

**Task 7.3 Transit Planning for the St. Augustine UA**  
**Fiscal Year 2025/26**

	<u>PL</u>	<u>Total</u>
Personnel Services	-	-
Consultant Services	60,000	60,000
Direct Expenses	-	-
<b>Grand Total</b>	<b>\$60,000</b>	<b>\$60,000</b>

## Task 7.4 – SMART North Florida Coalition - TPO

### Responsible Agency

**North Florida Transportation Planning Organization. This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.**

### Purpose

This study provides services in support of Smart North Florida initiatives. Smart North Florida started as an outgrowth of the North Florida Transportation Planning Organization (TPO) Intelligent Transportation Systems program for Clay, Duval, Nassau and St. Johns counties. Smart North Florida focuses resource investment in three areas: regional collaboration, data coordination and smart technology. These investments are strategically deployed to improve the lives of all citizens in our region.

### Previous Work

- Truck Parking Evaluation in Duval County, 2023
- Smart Parking Evaluation in St. Augustine, 2023
- Community Indicators report, 2023
- Regional ITS Support and Coordination Services, 2023 – 2024
- Transportation Asset Evaluation in Neptune Beach, 2024

### Required Activities

- Oversee the Regional ITS architecture
- Champion ITS, automated and connected vehicles, smart parking and street lights and other technologies identified in the plan
- Oversee ongoing pilot and demonstration projects and project implementation
- Apply for state and federal grants to fund project implementation and program advancement

### Milestone/End Product

- Annual Coalition meetings

## Milestone/End Product (continued)

- Pursue grant opportunities
- Coordinate with project sponsors
- Pilot and demonstration summary reports/materials

**Task 7.4 Smart North Florida**  
**Fiscal Year 2024/25**

	<u>SU</u>	<u>Local</u>	<u>Total</u>
<b>Personnel Services</b>	-	-	-
<b>Consultant Services</b>	175,000	-	175,000
<b>Direct Expenses</b>			
Sponsorship	-	75,000	75,000
<b>Total Direct Expenses</b>	-	75,000	75,000
<b>Grand Total</b>	\$175,000	\$75,000	\$250,000

**Task 7.4 Smart North Florida**  
**Fiscal Year 2025/26**

	<u>SU</u>	<u>Local</u>	<u>Total</u>
<b>Personnel Services</b>	-	-	-
<b>Consultant Services</b>	175,000	-	175,000
<b>Direct Expenses</b>			
Sponsorship	-	75,000	75,000
<b>Total Direct Expenses</b>	-	75,000	75,000
<b>Grand Total</b>	\$175,000	\$75,000	\$250,000



## Task 7.5—Clean Fuels Coalition - TPO

### Responsible Agency

**North Florida Transportation Planning Organization.** This subtask is anticipated to be completed through the use of a North Florida TPO general consultant.

### Purpose

To reduce the dependence on imported oil, develop regional economic opportunities and improve air quality by advancing alternative fuels and vehicles, idle reduction technologies, hybrid and electric vehicles, fuel blends and fuel economy measures.

### Previous Work

In 2015 the Clean Fuels Coalition submitted an application for designation as Clean Cities Program to the U.S. Department of Energy (USDOE). The Coalition was designated in April 2016. A very successful biannual Alternative Fueled Vehicles Expo was held at the Adam F. Hebert University Center at the University of North Florida. It featured presentations about alternative fuels and displays highlighting a broad array of alternative fueled vehicles covering the fuel spectrum.

### Required Activities

- Regular stakeholder meetings
- Meet with fleet owners and operators to educate them on the environmental and financial benefits of alternative fuel conversions for their fleets and fuels
- Facilitate installation of electric charging infrastructure through the Charge Well Program
- Host/sponsor events promoting alternative fuels/vehicles

### Milestones/End Product/Target Dates

- Annual Reports to USDOE, June 2025, 2026
- Stakeholder meetings as needed
- At least one targeted event annually

**Task 7.5 Clean Fuels Coalition**  
**Fiscal Year 2024/25**

	<u>CM</u>	<u>Local</u>	<u>Other (USDOE)</u>	<u>Total</u>
<b>Personnel Services</b>	145,000	-	-	145,000
<b>Consultant Services</b>	-	-	110,000	110,000
<b>Direct Expenses</b>				
Advertising	2,000	5,000	-	7,000
Meetings	-	3,000	-	3,000
Organizational Memberships	3,000	5,000	-	8,000
Other Business Related Items	-	1,000	-	1,000
Sponsorships	-	1,000	-	1,000
<b>Total Direct Expenses</b>	5,000	15,000	-	20,000
<b>Grand Total</b>	<b>\$ 150,000</b>	<b>\$15,000</b>	<b>\$110,000</b>	<b>\$275,000</b>

**Task 7.5 Clean Fuels Coalition**  
**Fiscal Year 2025/26**

	<u>CM</u>	<u>Local</u>	<u>Other (USDOE)</u>	<u>Total</u>
<b>Personnel Services</b>	145,000	-	-	145,000
<b>Consultant Services</b>	-	-	110,000	110,000
<b>Direct Expenses</b>				
Advertising	2,000	5,000	-	7,000
Meetings	-	3,000	-	3,000
Organizational Memberships	3,000	5,000	-	8,000
Other Business Related Items	-	1,000	-	1,000
Sponsorships	-	1,000	-	1,000
<b>Total Direct Expenses</b>	5,000	15,000	-	20,000
<b>Grand Total</b>	<b>\$150,000</b>	<b>\$15,000</b>	<b>\$110,000</b>	<b>\$275,000</b>

## Task 7.6—Strategic Planning - JTA

### Responsible Agency

**Jacksonville Transportation Authority**

### Purpose

The purpose of this task is to develop strategic planning projects and initiatives that will provide a roadmap for a transit agency to navigate the complexities of the transportation landscape, align resources with priorities, and deliver effective and sustainable transit services to the community.

### Previous Work

- In 2019, the JTA completed a major update to its Transit Development Plan (TDP) which was a strategic blueprint for meeting the mobility needs within the Northeast Florida region
- In 2022, The JTA completed an update to its Transit Asset Management (TAM) Plan which provided a means through which further tactical and operational plans and programs can be established to help manage the JTA's physical assets.
- In 2023, the JTA developed its five-year strategic plan, Mobility Optimization through Vision and Excellence 2023-2027 (MOVE2027) Plan, which identified a range of strategies to enable the JTA to deliver on its vision for seamless mobility for all.

### Required Activities

JTA will update its strategic plan using the latest technology, including alternative service delivery methods, mobility management, autonomous transit service, mobility hub development and workforce development strategies. The JTA will develop a Decentralization and Alternative Fuels Master Plan which will be a programmatic strategy and phased implementation plan to analyze and plan the decentralization of JTA's operations and maintenance (O&M) functions from the current Myrtle Avenue Operations Campus (MAOC) to various service areas throughout the county, supporting the Authority's vision of an integrated regional transit network. The plan will also include a strategic and implementation plan for a zero emissions fleet. The JTA will also develop minor and major updates to its TDP and updates to the Coordinated Mobility Plan. Short range service planning and regional planning activities will be developed under this task in addition to transit modeling support services and general planning functions..

## Milestones/End Product/Target Dates

- TDP minor update – September 2025
- Fleet Decentralization and Alternative Fuels Master Plan – on-going

### **Task 7.6 Strategic Planning**

#### **Fiscal Year 2024/25**

	<u>FTA 5307</u>			
	<u>Federal</u>	<u>Local Match</u>	<u>Other</u>	<u>Total</u>
Personnel Services	110,000	27,500	-	137,500
Consultant Services	990,000	247,500	-	1,237,500
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$1,100,000</b>	<b>\$275,000</b>	<b>\$0</b>	<b>\$1,375,000</b>

### **Task 7.6 Strategic Planning**

#### **Fiscal Year 2025/26**

	<u>FTA 5307</u>			
	<u>Federal</u>	<u>Local Match</u>	<u>Other</u>	<u>Total</u>
Personnel Services	39,000	9,750	-	48,750
Consultant Services	741,000	185,250	-	926,250
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$780,000</b>	<b>\$ 195,000.00</b>	<b>\$0</b>	<b>\$975,000</b>

## Task 7.7 – Transit Asset Management Planning - JTA

### Responsible Agency

**Jacksonville Transportation Authority**

### Purpose

The purpose of this task is to maintain a state of good repair (SGR), which is the condition in which a capital asset is able to operate at a full level of performance, for JTA's assets by optimizing the performance, safety, and reliability of transit assets throughout their lifecycle while effectively utilizing available resources.

### Previous Work

- In 2018, the JTA develop its first TAM Plan.
- In 2022, the JTA updated the TAM Plan which is required at least once every four years.

### Required Activities

JTA will complete the tasks identified in the 2022 TAM Plan update in addition to other transit asset management planning activities. The JTA will also conduct assessments on the Skyway and other facilities as needed.

### Milestones/End Product/Target Dates

- Transit Asset Management Planning – On-going

**Task 7.7 Transit Asset Management Planning**

**Fiscal Year 2024/25**

	FTA 5307			
	Federal	Local Match	Other	Total
Personnel Services	-	-	-	-
Consultant Services	240,000	60,000	-	300,000
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$240,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$300,000</b>

**Task 7.7 Transit Asset Management Planning**

**Fiscal Year 2025/26**

	FTA 5307			
	Federal	Local Match	Other	Total
Personnel Services	-	-	-	-
Consultant Services	560,000	140,000	-	700,000
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$560,000</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$700,000</b>



## Task 7.8—Transit Oriented Development (TOD) - JTA

### Responsible Agency

**Jacksonville Transportation Authority**

### Purpose

The purpose of this task is to develop a strategic approach to urban and regional planning that focuses on creating vibrant, mixed-use communities centered around public transportation hubs. The goal is to maximize the efficiency and accessibility of transit services while promoting sustainable development, economic vitality, and livability. TOD planning integrates land use and transportation planning to encourage people to live, work, and play in areas with convenient access to public transit.

### Previous Work

- In 2021, the JTA completed a TOD Pilot Planning Study for the Ultimate Urban Circulator (U<sup>2</sup>C).
- In 2021, the JTA initiated TOD Pilot Planning Studies for the First Coast Flyer Green Line and the First Coast Commuter Rail Line.

### Required Activities

TOD planning around transit services and assets will be a continuous process and will require coordination with local and regional planning agencies as well as the development community to enhance land use around transit assets. JTA will develop TOD plans that create sustainable, walkable, and transit-friendly communities that reduce reliance on private vehicles, enhance urban livability, and contribute to the overall well-being of residents. The JTA will also develop a program to support property development and revitalization across the region, either through redevelopment of JTA property or through partnerships with other private or public property owners.

### Milestones/End Product/Target Dates

- TOD Planning – Ongoing

**Task 7.8 Transit Oriented Development (TOD) Planning**  
**Fiscal Year 2024/25**

	<u>FTA 5307</u>			
	<u>Federal</u>	<u>Local Match</u>	<u>Other</u>	<u>Total</u>
Personnel Services	4,000	1,000	-	5,000
Consultant Services	76,000	19,000	-	95,000
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$80,000</b>	<b>\$ 20,000.00</b>	<b>\$0</b>	<b>\$100,000</b>

**Task 7.8 Transit Oriented Development (TOD) Planning**  
**Fiscal Year 2025/26**

	<u>FTA 5307</u>			
	<u>Federal</u>	<u>Local Match</u>	<u>Other</u>	<u>Total</u>
Personnel Services	4,000	1,000	-	5,000
Consultant Services	76,000	19,000	-	95,000
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$80,000</b>	<b>\$ 20,000.00</b>	<b>\$0</b>	<b>\$100,000</b>

## Task 7.9—Sustainability Planning - JTA

### Responsible Agency

**Jacksonville Transportation Authority**

### Purpose

The purpose of this task is to improve accessibility to transit by producing educational and informational materials regarding JTA's transit services.

### Previous Work

- The JTA Sustainability Plan was completed in FY 2018.

### Required Activities

This work will include but is not limited to the assessment and implementation of energy-efficient practices in transit operations, development strategies to reduce greenhouse gas emissions from transit vehicles, incorporation of sustainable design standards for new transit facilities and infrastructure projects

### Milestones/End Products/Target Dates

- Sustainability Planning – Ongoing

**Task 7.9 Sustainability Planning**

**Fiscal Year 2024/25**

	<u>FTA 5307</u>			
	<u>Federal</u>	<u>Local Match</u>	<u>Other</u>	<u>Total</u>
Personnel Services	6,000	1,500	-	7,500
Consultant Services	114,000	28,500	-	142,500
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$120,000</b>	<b>\$ 30,000.00</b>	<b>\$0</b>	<b>\$150,000</b>

**Task 7.9 Sustainability Planning**

**Fiscal Year 2025/26**

	<u>FTA 5307</u>			
	<u>Federal</u>	<u>Local Match</u>	<u>Other</u>	<u>Total</u>
Personnel Services	6,000	1,500	-	7,500
Consultant Services	114,000	28,500	-	142,500
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$120,000</b>	<b>\$ 30,000.00</b>	<b>\$0</b>	<b>\$150,000</b>

## Task 7.10—Automation Planning - JTA

### Responsible Agency

**Jacksonville Transportation Authority**

### Purpose

JTA is advancing autonomous transit services. A part of this advancement includes the Ultimate Urban Circulator (U<sup>2</sup>C), which is a multi-phased program aimed at converting and expanding the automated people mover (Skyway) into an autonomous vehicle (AV) network.

### Previous Work

- In 2018, The JTA completed the Transit Concepts and Alternatives Review (TCAR) phase 1 study for the for the U<sup>2</sup>C extensions including the Brooklyn extension.
- In 2020, the JTA completed TCAR phase 2 for the additional neighborhood extensions for the U<sup>2</sup>C.

### Required Activities

This work will include continuously updating of autonomous transit needs and plans including Skyway U<sup>2</sup>C extensions, agile plans, user survey, user data collection, public outreach, technology data collection, and infrastructure integration.

### Milestones/End Products/Target Dates

- Automation Planning – On-going

**Task 7.10 Automation Planning**  
**Fiscal Year 2024/25**

	<u>FTA 5307</u>			
	<u>Federal</u>	<u>Local Match</u>	<u>Other</u>	<u>Total</u>
Personnel Services	-	-	-	-
Consultant Services	64,000	16,000	-	80,000
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$64,000</b>	<b>\$16,000</b>	<b>\$0</b>	<b>\$80,000</b>

**Task 7.10 Automation Planning**  
**Fiscal Year 2025/26**

	<u>FTA 5307</u>			
	<u>Federal</u>	<u>Local Match</u>	<u>Other</u>	<u>Total</u>
Personnel Services	-	-	-	-
Consultant Services	64,000	16,000	-	80,000
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$64,000</b>	<b>\$16,000</b>	<b>\$0</b>	<b>\$80,000</b>

## Task 7.11 – TOD Planning for the FCF Green Line - JTA

### Responsible Agency

**Jacksonville Transportation Authority**

### Purpose

The purpose of this task is to complete comprehensive Transit Oriented Development (TOD) planning studies funded through FTA’s Pilot Program for TOD Planning for the JTA First Coast Flyer (FCF) Green Line corridor. JTA was awarded \$1.5 million in 2023 from the grant program. Appendix F shows the planned grant pursuit information. FTA’s Pilot Program for TOD Planning provides funding to local communities to integrate land use and transportation planning with a new fixed guideway or core capacity transit capital investment. Comprehensive planning funded through the program examines ways to improve economic development and ridership, foster multimodal connectivity and accessibility, improve transit access for pedestrian and bicycle traffic, engage the private sector, identify infrastructure needs, and enable mixed-use development near transit stations.

### Previous Work

- JTA received \$1,015,280 from FTA’s Pilot Program for TOD Planning in 2018 to plan for TOD along the proposed Ultimate Urban Circulator (U<sup>2</sup>C), which is the planned modernization of the existing Skyway monorail system in Jacksonville into an autonomous circulator. JTA was awarded \$942,624 to conduct the first phase of the FCF Green Line TOD planning study in 2019, and the JTA received \$877,068 to conduct a study of the First Coast Commuter Rail Project which extends from Jacksonville to St. Augustine.

### Required Activities

With improved economic conditions and funding of additional transit corridors by FTA plus development of alternative service delivery methods, a continuous planning process for TOD planning around transit services and assets will provide coordination with regional planning agencies and the development community to enhance land use around transit assets.

### Milestones/End Products/Target Dates

- Transit Oriented Development Planning – On-going

### Task 7.11 TOD Planning for the FCF Green Line

	<u>FTA</u>			
	<u>Federal</u>	<u>State Match</u>	<u>Local Match</u>	<u>Total</u>
	<u>Match (80%)</u>		<u>(20%)</u>	
Personnel Services	-	-	-	-
Consultant Services	1,200,000	-	300,000	1,500,000
Direct Expenses	-	-	-	-
<b>Grand Total</b>	<b>\$1,200,000</b>	<b>\$ -</b>	<b>\$300,000</b>	<b>\$1,500,000</b>



# Budget Tables

Funding Source Table 5.9.2024

Contract	Funding Source	Source Level			FY 2025 Funding Source				FY 2026 Funding Source			
			2025	2026	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
USDOE	Federal Other	Federal	\$ 110,000	\$ 110,000	\$ -	\$ 110,000.00	\$ -	\$ -	\$ -	\$ 110,000.00	\$ -	\$ -
		<b>Federal Other USDOE TOTAL</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ -</b>
G2W76	FHWA	CMAQ	\$ 170,000	\$ 170,000	\$ 37,494.20	\$ 170,000.00	\$ -	\$ -	\$ 37,494.20	\$ 170,000.00	\$ -	\$ -
		PL	\$ 2,605,294	\$ 2,347,840	\$ 574,608.36	\$ 2,605,294.00	\$ -	\$ -	\$ 517,825.81	\$ 2,347,840.00	\$ -	\$ -
		SU	\$ 1,042,814	\$ 500,000	\$ 229,996.94	\$ 1,042,814.00	\$ -	\$ -	\$ 110,277.07	\$ 500,000.00	\$ -	\$ -
		<b>FHWA G2W76 TOTAL</b>	<b>\$ 3,818,108</b>	<b>\$ 3,017,840</b>	<b>\$ 842,099</b>	<b>\$ 3,818,108</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 665,597</b>	<b>\$ 3,017,840</b>	<b>\$ -</b>	<b>\$ -</b>
JTA	FTA 5307	Federal	\$ 1,604,000	\$ 1,604,000	\$ -	\$ 1,604,000.00	\$ -	\$ -	\$ -	\$ 1,604,000.00	\$ -	\$ -
		Local	\$ 401,000	\$ 401,000	\$ -	\$ -	\$ -	\$ 401,000.00	\$ -	\$ -	\$ -	\$ 401,000.00
		<b>FTA 5307 JTA TOTAL</b>	<b>\$ 2,005,000</b>	<b>\$ 2,005,000</b>	<b>\$ -</b>	<b>\$ 1,604,000</b>	<b>\$ -</b>	<b>\$ 401,000</b>	<b>\$ -</b>	<b>\$ 1,604,000</b>	<b>\$ -</b>	<b>\$ 401,000</b>
Local Assessments	Local	Local Assessments	\$ 480,380	\$ 480,380	\$ -	\$ -	\$ -	\$ 480,380.00	\$ -	\$ -	\$ -	\$ 480,380.00
		<b>Local Assessments TOTAL</b>	<b>\$ 480,380</b>	<b>\$ 480,380</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 480,380</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 480,380</b>
JTA	FTA Other	Federal	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000.00	\$ -	\$ -
		Local	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00
		<b>FTA Other JTA TOTAL</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>
<b>TOTAL</b>			<b>\$ 6,413,488</b>	<b>\$ 7,113,220</b>	<b>\$ 842,099</b>	<b>\$ 5,532,108</b>	<b>\$ -</b>	<b>\$ 881,380</b>	<b>\$ 665,597</b>	<b>\$ 5,931,840</b>	<b>\$ -</b>	<b>\$ 1,181,380</b>

## Agency Participation

Funding Source Contract Fiscal Year Total Budget	Federal Other USDOE		FHWA G2W76		FTA 5307 JTA		FTA Other JTA		Local Local Assessments	
	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$ 110,000	\$ 110,000	\$ 3,818,108	\$ 3,017,840	\$ 2,005,000	\$ 2,005,000	\$ -	\$ 1,500,000	\$ 480,380	\$ 480,380
<b>Task 1 Administration</b>										
Personnel (salary and benefits)	\$ -	\$ -	\$ 833,906	\$ 828,906	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 130,000
Consultant	\$ -	\$ -	\$ 230,964	\$ 673,771	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Direct Expenses	\$ -	\$ -	\$ 222,600	\$ 222,600	\$ -	\$ -	\$ -	\$ -	\$ 150,380	\$ 150,380
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 1,287,470	\$ 1,725,277	\$ -	\$ -	\$ -	\$ -	\$ 325,380	\$ 325,380
<b>Task 2 Data Collection</b>										
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 250,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 250,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 3 TIP</b>										
Personnel (salary and benefits)	\$ -	\$ -	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 26,250	\$ 27,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 81,250	\$ 82,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Agency Participation Continued**

Funding Source Contract	Federal Other USDOE		FHWA G2W76		FTA 5307 JTA		FTA Other JTA		Local Local Assessments	
	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026
Total Budget	\$ 110,000	\$ 110,000	\$ 3,818,108	\$ 3,017,840	\$ 2,005,000	\$ 2,005,000	\$ -	\$ 1,500,000	\$ 480,380	\$ 480,380

**Task 4 LRTP**

Personnel (salary and benefits)	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 416,850	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub Total</b>	\$ -	\$ -	\$ 441,850	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Task 5 Special Projects**

Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 1,003,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub Total</b>	\$ -	\$ -	\$ 1,003,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Task 6 Public Involvement**

Personnel (salary and benefits)	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 4,538	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub Total</b>	\$ -	\$ -	\$ 284,538	\$ 285,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000

**Agency Participation Continued**

Funding Source Contract	Federal Other USDOE		FHWA G2W76		FTA 5307 JTA		FTA Other JTA		Local Local Assessments	
	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026
Total Budget	\$ 110,000	\$ 110,000	\$ 3,818,108	\$ 3,017,840	\$ 2,005,000	\$ 2,005,000	\$ -	\$ 1,500,000	\$ 480,380	\$ 480,380

**Task 7 Systems Planning**

Personnel (salary and benefits)	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ 150,000	\$ 61,250	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 110,000	\$ 110,000	\$ 235,000	\$ 235,000	\$ 1,855,000	\$ 1,943,750	\$ -	\$ 1,500,000	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ 95,000
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 110,000	\$ 110,000	\$ 470,000	\$ 470,000	\$ 2,005,000	\$ 2,005,000	\$ -	\$ 1,500,000	\$ 95,000	\$ 95,000
Sub-Total (less the de-obligated funds)	\$ -	\$ 220,000	\$ -	\$ 5,995,134	\$ -	\$ 4,010,000	\$ -	\$ 1,500,000	\$ -	\$ 960,760
Total De-ob. Funds (PL)	\$ -	\$ -	\$ -	\$ 298,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total De-ob. (Other Source)	\$ -	\$ -	\$ -	\$ 542,814	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROGRAMMED</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 3,818,108</b>	<b>\$ 3,017,840</b>	<b>\$ 2,005,000</b>	<b>\$ 2,005,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 480,380</b>	<b>\$ 480,380</b>

+Totals shown in the table are inclusive of both federal and non-federal shares

**Unified Planning Work Program FY 2024/25  
Funding Sources by Task**

Task Name	Responsible Agency	FHWA					FTA Section 5307			Local/Other	TOTAL without Non Cash Match	Consultant Services
		PL	SU	CMAQ	Total	Non Cash Match 18.07%	Federal	State	Local			
1.1 Program Administration	NFTPO	1,036,506	-	-	1,036,506	228,606	-	-	-	250,380 <sup>1</sup>	1,286,886	-
1.2 Annual Audit	NFTPO	-	-	-	-	-	-	-	-	25,000 <sup>1</sup>	25,000	20,000
1.3 Training/Travel	NFTPO	-	-	-	-	-	-	-	-	50,000 <sup>1</sup>	50,000	-
1.4 Unified Planning Work Program	NFTPO	20,000	-	-	20,000	4,411	-	-	-	-	20,000	-
1.5 General Consultant Services	NFTPO	35,000	195,964	-	230,964	50,940	-	-	-	-	230,964	230,964
2.1 Data Analytics Platform Update	NFTPO	50,000	200,000	-	250,000	55,139	-	-	-	-	250,000	250,000
3.1 Transportation Improvement Program	NFTPO	76,250	-	-	76,250	16,817	-	-	-	-	76,250	-
3.2 List of Priority Projects	NFTPO	5,000	-	-	5,000	1,103	-	-	-	-	5,000	-
4.1 GIS/Model Update/Maintenance	NFTPO	75,000	-	-	75,000	16,542	-	-	-	-	75,000	70,000
4.2 Establishing Performance Targets	NFTPO	-	5,000	-	5,000	1,103	-	-	-	-	5,000	-
4.3 2045 LRTP Plan Amendments & Modifications	NFTPO	-	10,000	-	10,000	2,206	-	-	-	-	10,000	-
4.4 Efficient Transportation Decision Making	NFTPO	5,000	-	-	5,000	1,103	-	-	-	-	5,000	-
4.5 2050 Long Range Transportation Plan Update	NFTPO	-	346,850	-	346,850	76,499	-	-	-	-	346,850	346,850
5.1 Annual Mobility Report	NFTPO	20,000	55,000	-	75,000	16,542	-	-	-	-	75,000	75,000
5.2 Midblock Crossings for Non-Motorized User Safety	NFTPO	50,000	55,000	-	105,000	23,158	-	-	-	-	105,000	105,000
5.3 University Blvd Corridor Safety Evaluation Study for Non-Motorized Users	NFTPO	100,000	-	-	100,000	22,055	-	-	-	-	100,000	100,000
5.4 Cheswick Oaks Avenue Corridor Study	NFTPO	100,000	-	-	100,000	22,055	-	-	-	-	100,000	100,000
5.5 Chester Rd Pedestrian Study	NFTPO	75,000	-	-	75,000	16,542	-	-	-	-	75,000	75,000
5.6 SR 105 Corridor Study	NFTPO	100,000	-	-	100,000	22,055	-	-	-	-	100,000	100,000
5.7 Atlantic Beach Roundabout Feasibility Study	NFTPO	75,000	-	-	75,000	16,542	-	-	-	-	75,000	75,000
5.8 International Golf Parkway Corridor Access Management	NFTPO	100,000	-	-	100,000	22,055	-	-	-	-	100,000	100,000
5.9 Safe Routes to Schools Pilot Program	NFTPO	50,000	-	-	50,000	11,028	-	-	-	-	50,000	50,000
5.18 SMART St. Augustine Performance Measure Evaluation	NFTPO	50,000	-	-	50,000	11,028	-	-	-	-	50,000	50,000
5.20 JAXPORT Terminal Optimization Study	NFTPO	53,000	-	-	53,000	11,689	-	-	-	-	53,000	53,000
5.25 Regional First/Last Mile Pedestrian Safety Improvement for Transit Study	NFTPO	120,000	-	-	120,000	26,466	-	-	-	-	120,000	120,000
<b>SECTION 6 PUBLIC INVOLVEMENT</b>												
6.1 Public Involvement Program	NFTPO	284,538	-	-	284,538	62,756	-	-	-	60,000 <sup>1</sup>	344,538	210,000
<b>SECTION 7 SYSTEMS PLANNING</b>												
7.1 Bicycle/Pedestrian Facilities Planning	NFTPO	65,000	-	-	65,000	14,336	-	-	-	5,000 <sup>1</sup>	70,000	-
7.2 First Coast Commuter Services	NFTPO	-	-	20,000	20,000	4,411	-	-	-	-	20,000	-
7.3 Transit Planning for the St. Augustine UA	NFTPO	60,000	-	-	60,000	13,233	-	-	-	-	60,000	60,000
7.4 Smart North Florida Coalition	NFTPO	-	175,000	-	175,000	38,597	-	-	-	75,000	250,000	175,000
7.5 Clean Fuels Coalition	NFTPO	-	-	150,000	150,000	33,083	-	-	-	125,000 <sup>1,2</sup>	275,000	110,000
7.6 Strategic Planning	JTA	-	-	-	-	-	1,100,000	-	275,000	-	1,375,000	1,237,500
7.7 Transit Asset Management Planning	JTA	-	-	-	-	-	240,000	-	60,000	-	300,000	300,000
7.8 Transit Oriented Development Planning	JTA	-	-	-	-	-	80,000	-	20,000	-	100,000	95,000
7.9 Sustainability Planning	JTA	-	-	-	-	-	120,000	-	30,000	-	150,000	142,500
7.10 Automation Planning	JTA	-	-	-	-	-	64,000	-	16,000	-	80,000	80,000
<b>TOTAL</b>		<b>2,605,294</b>	<b>1,042,814</b>	<b>170,000</b>	<b>3,818,108</b>	<b>842,099</b>	<b>1,604,000</b>	<b>-</b>	<b>401,000</b>	<b>590,380</b>	<b>6,413,488</b>	<b>4,330,814</b>

<sup>1</sup> Local Assessment

<sup>2</sup> US Department of Energy (\$110,000) and \$15,000 Local Assessment)

**Unified Planning Work Program FY 2025/26  
Funding Sources by Task**

Task Name	Responsible Agency	FHWA					FTA Section 5307			Local/Other	TOTAL without Non Cash Match	Consultant Services
		PL	SU	CMAQ	Total	Non Cash match 18.07%	Federal 80%	State	Local match 20%			
<b>SECTION 1 ADMINISTRATION</b>												
1.1 Program Administration	NFTPO	1,031,506	-	-	1,031,506	227,503	-	-	-	250,380 <sup>1</sup>	1,281,886	-
1.2 Annual Audit	NFTPO	-	-	-	-	-	-	-	-	25,000 <sup>1</sup>	25,000	20,000
1.3 Training/Travel	NFTPO	-	-	-	-	-	-	-	-	50,000 <sup>1</sup>	50,000	-
1.4 Unified Planning Work Program	NFTPO	20,000	-	-	20,000	4,411	-	-	-	-	20,000	-
1.5 General Consultant Services	NFTPO	518,771	155,000	-	673,771	148,603	-	-	-	-	673,771	673,771
<b>SECTION 2 DATA COLLECTION</b>												
2.1 Data Analytic Platform Update	NFTPO	200,000	100,000	-	300,000	66,166	-	-	-	-	300,000	300,000
<b>SECTION 3 TRANSPORTATION IMPROVEMENT PROGRAM</b>												
3.1 Transportation Improvement Program	NFTPO	77,563	-	-	77,563	17,107	-	-	-	-	77,563	-
3.2 List of Priority Projects	NFTPO	5,000	-	-	5,000	1,103	-	-	-	-	5,000	-
<b>SECTION 4 LONG RANGE TRANSPORTATION PLAN</b>												
4.1 GIS/Model Update/Maintenance	NFTPO	60,000	-	-	60,000	13,233	-	-	-	-	60,000	55,000
4.2 Establishing Performance Targets	NFTPO	-	5,000	-	5,000	1,103	-	-	-	-	5,000	-
4.3 2045 LRTP Plan Amendments & Modifications	NFTPO	-	10,000	-	10,000	2,206	-	-	-	-	10,000	-
4.4 Efficient Transportation Decision Making	NFTPO	5,000	-	-	5,000	1,103	-	-	-	-	5,000	-
<b>SECTION 5 SPECIAL PROJECTS</b>												
5.1 Annual Mobility Report	NFTPO	20,000	55,000	-	75,000	16,542	-	-	-	-	75,000	75,000
<b>SECTION 6 PUBLIC INVOLVEMENT</b>												
6.1 Public Involvement Program	NFTPO	285,000	-	-	285,000	62,858	-	-	-	60,000 <sup>1</sup>	345,000	210,000
<b>SECTION 7 SYSTEMS PLANNING</b>												
7.1 Bicycle/Pedestrian Facilities Planning	NFTPO	65,000	-	-	65,000	14,336	-	-	-	5,000 <sup>1</sup>	70,000	-
7.2 First Coast Commuter Services	NFTPO	-	-	20,000	20,000	4,411	-	-	-	- <sup>1</sup>	20,000	-
7.3 Transit Planning for the St. Augustine UA	NFTPO	60,000	-	-	60,000	13,233	-	-	-	-	60,000	60,000
7.4 Smart North Florida Coalition	NFTPO	-	175,000	-	175,000	38,597	-	-	-	75,000 <sup>1</sup>	250,000	175,000
7.5 Clean Fuels Coalition	NFTPO	-	-	150,000	150,000	33,083	-	-	-	125,000 <sup>1,2</sup>	275,000	110,000
7.6 Strategic Planning	JTA	-	-	-	-	-	780,000	-	195,000	-	975,000	926,250
7.7 Transit Asset Management Planning	JTA	-	-	-	-	-	560,000	-	140,000	-	700,000	700,000
7.8 Transit Oriented Development Planning	JTA	-	-	-	-	-	80,000	-	20,000	-	100,000	95,000
7.9 Sustainability Planning	JTA	-	-	-	-	-	120,000	-	30,000	-	150,000	142,500
7.10 Automation Planning	JTA	-	-	-	-	-	64,000	-	16,000	-	80,000	80,000
7.11 TOD Planning for the FCF Green Line	JTA	-	-	-	-	-	-	-	-	1,500,000 <sup>3</sup>	1,500,000	1,500,000
<b>TOTAL</b>		<b>2,347,840</b>	<b>500,000</b>	<b>170,000</b>	<b>3,017,840</b>	<b>665,597</b>	<b>1,604,000</b>	<b>-</b>	<b>401,000</b>	<b>2,090,380</b>	<b>7,113,220</b>	<b>5,122,521</b>

<sup>1</sup> Local Assessment

<sup>2</sup> US Department of Energy \$110,000 and \$15,000 Local Assessment

<sup>3</sup> FTA Pilot Program for TOD Planning- \$1,200,000 Federal \$ 300,000 Local Match

# Appendix A: District Planning Activities



## **FDOT District 2 Planning Activities**

Unified Planning Work Programs 2024-2026

### **FDOT District 2 Planning Activities**

District 2 Planning Activities encompass continuing, cooperative, comprehensive efforts to coordinate state, district, regional and local transportation planning in the areas of policy planning, statistics, environmental, safety and system planning. The planning activities include implementing policies, rules and procedures from the Federal legislation and the State of Florida, including the State's Transportation Plan (FTP) that provides a strategic approach to transportation investments for state, regional and local priorities. District Planning Activities also include multidiscipline activities and initiatives within our own District team.

### **The Strategic Highway Safety Plan**

The Strategic Highway Safety Plan (SHSP) was updated in March of 2021.

The SHSP can be accessed at: [Florida's 2021 - 2025 Strategic Highway Safety Plan \(SHSP\)](#). We invite you to view and share the updated SHSP with your partners, employees, family, and friends.

Our collaborative effort has resulted in a statewide plan that provides a framework for eliminating fatalities and serious injuries on all public roads. This SHSP:

- Introduces the Safe System approach, which acknowledges that humans make mistakes, the human body is vulnerable, and that we should design and operate our transportation system to ensure that if crashes do occur, they do not result in serious human injury.
- Recognizes the complexity of crashes and categorizes emphasis areas into three components: roadway; road user, including demographics and mode of travel; and road user behavior.
- Expands our strategies beyond the 4Es of traffic safety: Engineering, Education, Enforcement, and Emergency Response to include the 4Is: Information Intelligence, Innovation, Insight into Communities, and Investments and Policies

### **FTP**

The FTP Policy Plan Element, Performance Element and Vision Element was updated in 2021.

A link to the updated FTP plan information is included here:

[www.floridatransportationplan.com](http://www.floridatransportationplan.com)

The FTP encompasses a Vision Element and a Policy Element, that supports and is similar to the Long Range Plans for the MPOs. The FTP vision element provides a longer-term view of major trends, uncertainties, opportunities, and outcomes showing the future of Florida's transportation system for the next 50 years. The FTP Policy element defines goals, objectives, and strategies for Florida's transportation future over the next 25 years. The policy element provides guidance to state, regional and local transportation partners in making transportation decisions.

The visions and goals of the FTP and the MPO's Unified Planning Work Program (UPWP) support each other.

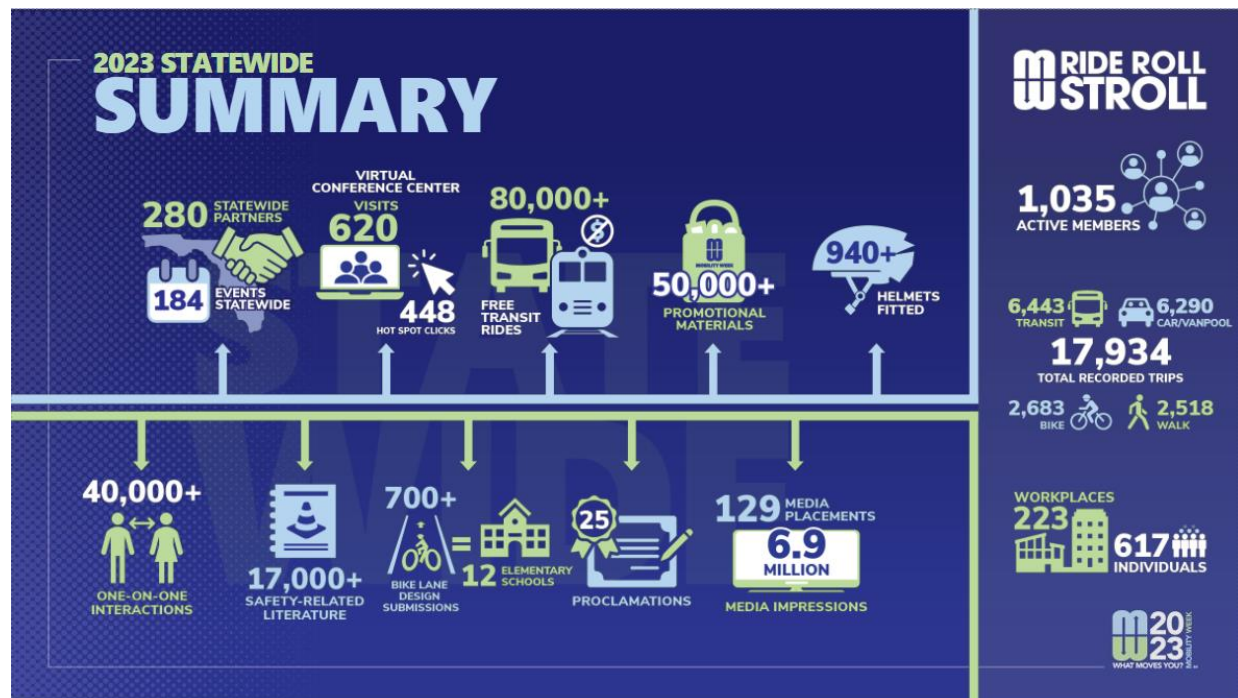
We are about to begin the start of the new 2055 FTP which will be developed over the next 18 months. We will begin with a Transportation Planning Exchange kickoff meeting May 7<sup>th</sup>-9<sup>th</sup>, 2024 in St. Petersburg, FL.

### Bicycle and Pedestrian Activities

District 2 Bicycle Pedestrian Coordinator reviews and identifies possible opportunities to add bicycle and sidewalk accommodations to resurfacing and capacity projects. The District reviews and identifies safety issues to recommend additional programs or grant opportunities. The District coordinates the FDOT plans and projects with the MPOs and the local municipalities. Local municipalities have staff on the Electronic Review Comments (ERC) portal access to comment on project plan reviews proposed in their jurisdiction.

The District participates in the local Community Traffic Safety Teams and coordinated with community partners throughout the district to host events to celebrate the annual statewide Mobility Week from October 27, 2023 - November 4, 2023.

The summary of metrics for our district sponsored activities and partnerships is represented below:



District 2 has updated the Bicycle and Pedestrian Study in 2023 to document current gaps in the network and be able to assist in producing more connected and efficient network. The study will

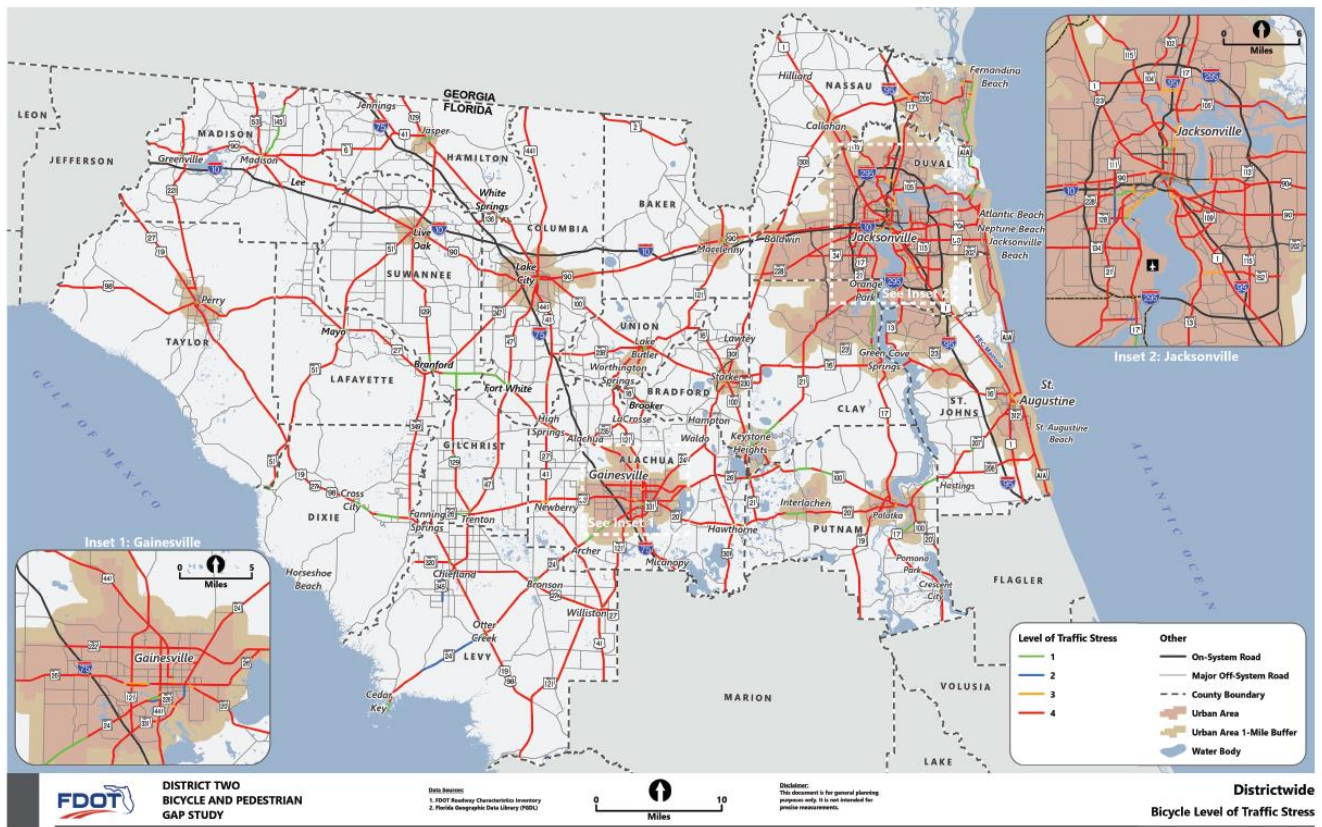
assist in leading District 2 towards more cost-effective methods, direct planning with infrastructure expenditures, and collaboration with local government and agencies to further the goal of a connected bicycle and pedestrian network.

In 2023, FDOT shifted from using Bicycle and Pedestrian LOS to Bicycle and Pedestrian Level of Traffic Stress (LTS) for evaluating the quality of service for people walking and bicycling.

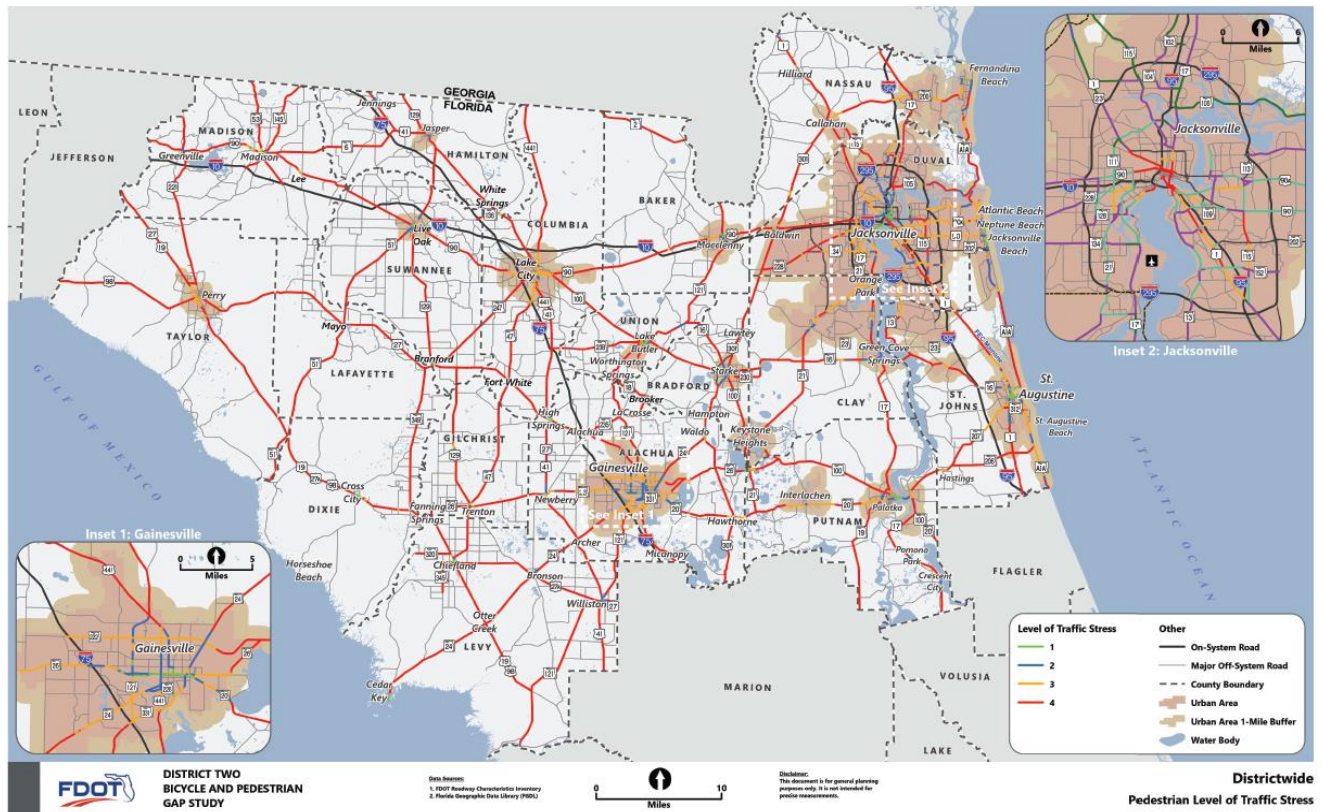
The maps created exemplify the type of users that finds the facility comfortable, with level 1 representing the lowest level of stress that is comfortable for most users, and level 4 representing the highest level of stress that is comfortable for the fewest users. The level of comfort depends on facility type, width, posted speeds, vehicular volumes, separation from traffic, and other variables.

We invite you to view and explore the District 2 Bicycle/Pedestrian LTS website: [Bicycle/Pedestrian LTS \(hdrgateway.com\)](https://hdrgateway.com)

### Bike Level of Traffic Stress Map



### Pedestrian Level of Traffic Stress Map



## ITS Planning

District 2 has a robust ITS planning program, managed by the Traffic Operations division. In addition to the Transportation Management Center (TMC) partnership with the NFTPO and FDOT, Blue Toad deployment and data collection has expanded to not only the NFTPO four counties, but also to the Gainesville MTPO urban area.

District 2 staff work together with other agencies to provide safe, efficient travel throughout the regional within the Regional Transportation Management Centers (TMCs); one in Jacksonville and one in Gainesville.

ITS is continually evolving in District 2 with the Road Rangers service patrol program, Dynamic Message signing and 511 travel information. There is currently a campaign and funding program in North East Florida TPO planning boundary for the Wrong Way Driving (WWD) mitigation; The District has begun installation of LED wrong way signs to alert motorists on those off-ramps associated with highest wrong way driving crashes.

The ITS architecture in District 2 includes ITS projects planned for short, medium, and long term implementation. The website for specific projects related to ITS in District 2 can be found at: [ITS Communications \(fdot.gov\)](https://www.fdot.gov/ITS-Communications)

## Corridor Planning Studies/Multi Modal Transportation Studies

The District conducts and provides technical assistance for corridor studies, sub-area studies and other special transportation analysis needed to identify local traffic patterns and transportation needs and to evaluate and recommend improvements to meet those needs. District staff coordinates with local governments, the Jacksonville

Transportation Authority (JTA), the Gainesville Regional Transit System (RTS) , the North Florida TPO and the Gainesville MTPO in development and review of planning and design of highway and premium transit projects. The results may range from a set of short-term recommended improvements that address specific problems to a long-range comprehensive action plan for improving a corridor. Project studies are both on and off the State highway system.

The results of corridor studies may range from a set of short-term recommended improvements that address specific problems to a long-range comprehensive action plan for improving a corridor. Project studies are both on and off the State highway system. District 2 currently has an active study on I-95 from I-10 to the Georgia State line. There is also an active Southbank Rail-Highway Crossing study to assist in recommending improvements to alleviate six blocked FEC railroad crossings in the Southbank and San Marco areas of Jacksonville to improve traffic operations.

### **Regional Transportation Planning Coordination**

Furthering the language and mandate of current and previous federal transportation bills, District 2 supports and participates in all levels of regional coordination and proposed activities among the TPOs and local governments.

The District provides ongoing technical and policy advisory assistance to the TPOs and counties in District 2 with regard to TRIP (Transportation Regional Incentive Program) as well as meetings and workshops that assist any regional coordination efforts. The District is represented at the North FL Regional Council Board and attends the Board meetings.

### **Level of Service**

The District provides an annual capacity review, entitled District Two Level of Service Report, where the District identifies the roadway level of service for existing and future years, determining planning level of needs and timing of improvements. A level of service analysis is conducted for all State highway system (SHS) and SIS designated facilities for the 18 counties in District 2. The District participates on level of service committees for the TPOs in District 2 and, provides support data and statistical data in report form and GIS mapping.

### **Transportation Performance Measures**

District 2 provides technical assistance and assists with policy implementation in partnership with the MPOs regarding adoption schedules, data reporting and implementation of Transportation Performance Measures (TPM).

The Department set Performance Targets and adopted measures in cooperation with Federal Highway Administration (FHWA) guidelines and Highway Safety Improvement Program (MAP-21), FAST Act). The MPOs had the option of adopting the State's targets or developing their own. The MPOs in District 2 have adopted the State's performance measures and targets according to the adoption schedules. completed by the deadlines. The MPOs Transportation Improvement Programs (TIPs) and Transportation Plans (LRTP) reflect a performance-based planning process. The District provided the Central Office 2022 data to the MPOs and provided guidance and assistance on the timelines for 2024.

### **FDOT Sourcebook**

This tool provides a single, trusted source for FDOT performance measures and trends charts and data. The *FDOT Source Book* reflects the department's commitment to safety, mobility, and innovation. Through a series of critical indicators measuring Florida's transportation system performance, FDOT and our transportation partners can access FDOT's trusted data source for enhanced reporting on essential safety measures and mobility performance trends that affect travel demand.

The online Source Book contains all measures and trends reported in the previous print versions of the Source Book. This new format allows for interactive and customized reporting of measures by year, area type and roadway network. Some of the features include:

- ❖ Segment-level visualization for the State Highway System, Strategic Intermodal System, and National Highway System,
- ❖ New congestion metrics that report on congestion conditions for 100% of travel (i.e. Heavy, Mild, and Uncongested),
- ❖ Reporting by individual counties and districts,
- ❖ Measures presented for individual transit agencies, seaports, and airports, and
- ❖ Capability to download granular data or charts for most measures, as needed.

The FDOT source book methodologies technical report, emerging trends, and fast facts were updated in 2023.

Link to the FDOT Source Book: <http://fdotsourcebook.com/>

# Appendix B: Resolution of Adoption



**RESOLUTION 2024-4  
ADOPTING THE UNIFIED PLANNING WORK PROGRAM FOR  
FISCAL YEARS 2024/25 THROUGH 2025/26**

**WHEREAS**, the North Florida Transportation Planning Organization is the designated and constituted body responsible for the urban transportation planning and programming process for the Jacksonville and St. Augustine Urbanized Areas; and

**WHEREAS**, the North Florida Transportation Planning Organization has in accordance with 23 CFR Section 450.108 (c) and Section 339.175(9) (a) (2), *Florida Statutes*, developed a Unified Planning Work Program for Fiscal Years 2024/25 through 2025/26;

**WHEREAS**, concurrent with the approval of the Unified Planning Work Program, pursuant to 23 U.S.C. 134, 23 of the Code of Federal Regulations § 450 and Section 339.175, Florida Statutes the Florida Department of Transportation and the North Florida Transportation Planning Organization will execute a ***Metropolitan Planning Agreement*** clearly identifying roles and responsibilities for cooperatively carrying out the Federal Highway Administration’s portion of the metropolitan planning process and accomplishing the transportation planning requirements of state and federal law.

**NOW, THEREFORE, BE IT RESOLVED** that the North Florida Transportation Planning Organization approves and endorses this Unified Planning Work Program for Fiscal Years 2024/25 through 2025/26.

Adopted by the North Florida Transportation Planning Organization in regular meeting assembled in the City of Jacksonville the 9th day of May 2024.

**ATTEST:**

A handwritten signature in black ink, appearing to read "Christian Whitehurst".

**The Honorable Christian Whitehurst, Chairman**

A handwritten signature in blue ink, appearing to read "Jeff Sheffield".

**Jeff Sheffield, Executive Director**



# Appendix C: Statements and Assurances

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

- (1) The **North Florida TPO** hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The **North Florida TPO** also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.



Name: \_\_\_\_\_  
Title: MPO Chairman (or designee)

5/9/24

Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
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**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the **North Florida TPO** that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the **North Florida TPO**, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The **North Florida TPO** shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



Name: \_\_\_\_\_  
Title: MPO Chairman (or designee)

5/9/24

Date

### DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the **North Florida TPO** that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The **North Florida TPO**, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the **North Florida TPO**, in a non-discriminatory environment.

The **North Florida TPO** shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code



Name:

Title: MPO Chairman (or designee)

5/9/24

Date

### TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the **North Florida TPO** assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The **North Florida TPO** further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.



Name: \_\_\_\_\_  
Title: MPO Chairman (or designee)

5/9/24  
Date \_\_\_\_\_

## APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.

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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

# Appendix D: UPWP Comments



Commenter	Page	Comment	North Florida TPO Response
<b>CAC Member</b>	List of Acronyms	<p>With the exception of the “TCC to TAC” comment, each of these can be addressed by spelling out the term where it is used, instead of adding them to this list. I believe the cited location is their only use within the document.</p> <p>Page 2</p> <ul style="list-style-type: none"> <li>• Add “CMS” as it is used in Task 2.1 on page 68.</li> </ul> <p>Page 4</p> <ul style="list-style-type: none"> <li>• Add “NACTO” as it is used in Task 5.2 on page 100.</li> <li>• Add “OPCC” as it is used in Task 5.25 on page 122.</li> </ul> <p>Page 5</p> <ul style="list-style-type: none"> <li>• Add “RAISE” as it is used in Task 5.18 on page 118.</li> <li>• Add “RRFB” as it is used in Task 5.2 on page 100.</li> <li>• <i>Replace “TCC – Technical Coordinating Committee” with “TAC – Technical Advisory Committee” to reflect current usage.</i></li> <li>• Add “TSM&amp;O” as it is used in Task 2.1 on page 68.</li> </ul>	All added to the List of Acronyms except for CMS. The text was edited to reflect the correction from “CMS” to “CMP”
<b>CAC Member</b>	40	Planning Area Boundary – Should the narrative discuss the agreement with the River to Sea MPO (Daytona-Palm Coast) about the “encroachment” of the Palm Coast metropolitan area into St. Johns County?	Additional text was added to mention this agreement.
<b>CAC Member</b>	41	UPWP Participating Local Agencies – The “City of Green Cove Springs” is listed twice.	Updated

Commenter	Page	Comment	North Florida TPO Response
<b>CAC Member</b>	53 and similar task cost detail sheets	Formatting, where the Direct Services category has multiple line items, suggest either adding a line above, or bolding, the Total Direct Expenses line.	Formatting adjusted to embolden total of direct cost line and clean up additional table formatting.
<b>CAC Member</b>	Multiple	Several subtask cost detail sheets do not include the fiscal year: <ul style="list-style-type: none"> <li>• Task 5.3, page 104</li> <li>• Task 5.8, page 115</li> <li>• Task 5.18, page 119</li> <li>• Task 5.25, page 123</li> </ul>	Updated
<b>CAC Member</b>	59	Under “Milestones” two of the bullets refer to dates in 2026, should one of them refer to 2025? Also, one refers to “April” and the other to “March 15” – shouldn’t both refer to “March 15”?	The bullet referencing April has been removed
<b>CAC Member</b>	61	Task 1.5 – Under “Previous Work” suggest adding comma after Kimley Horn to clarify that Tindale Oliver is the fourth consultant (discussions about the Oxford Comma aside).	Updated
<b>CAC Member</b>	74-75	Task 3.1 – <ul style="list-style-type: none"> <li>• Milestones – “Draft sections for the TIP for review by the TPO Board and Committees in April 2023 and April 2024” Should the years be 2025 and 2026?</li> <li>• “Required Activities” or “Milestones” – should one of these include posting the Draft TIP on the NFTPO website for public comment?</li> </ul>	Updated

Commenter	Page	Comment	North Florida TPO Response
<b>CAC Member</b>	80	Task 4 – The “Required Activities” shows Task 4.1 as “Transportation Improvement Program” which is Task 3.1. Task 4.1 should be (per page 83) “GIS Model Update/Maintenance – TPO”	Updated
<b>CAC Member</b>	83-85	Task 4.1 – With the recent departure of the NFTPPO staff member devoted to modeling activities, and the assignment of these responsibilities to FDOT District 2, is this task still needed as described and funded at this level?	The North Florida TPO is still funding these services as the transfer of modeling to FDOT District 2 has not yet occurred or been finalized. Funding levels have now been adjusted with the departure of modeling staff. Note that the funding devoted to personnel services is zero and all funds associated with the task are now solely consultant services.
<b>CAC Member</b>	102	Task 5.3 Why not continue the additional 0.9 miles north along University Boulevard to Fort Caroline Road? The cross-section and adjacent land uses are the same as that south of Merrill Road. This would only increase the project length by about ten percent.–	The limits have been extended to Fort Caroline Rd. In the detailed scoping effort, the budget will need to be evaluated to potentially adjust limits.
<b>CAC Member</b>	107	Task 5.5 – Purpose - Is there an incorporated “City of Yulee”?	No. The text has been updated.

Commenter	Page	Comment	North Florida TPO Response
CAC Member	109-110	<ul style="list-style-type: none"> <li>Format – “5.6” is repeated in the title line.</li> <li>Will this study also look at possible extension of Dave Rawls Boulevard, or other alternatives, to provide a direct connection between Blount Island and the former JEA power station? Such a connection could enhance the redevelopment of the former JEA site.</li> </ul>	Updated. The study will look at future developments and a potential connection to the JEA power park. Specifics will be provided during the detailed scoping exercise.
CAC Member	112	Task 5.7 – Although coordination with the cities of Jacksonville and Atlantic Beach may include these subsidiary entities, recommend specifically coordinating with the Atlantic Beach Police Department and, especially, with the Jacksonville Fire and Rescue Division, which are located at this intersection.	Updated to include these entities.
CAC Member	116	Task 5.9 – Purpose – Typo: I believe the second word of the second line should be “eligibility.”	Updated
CAC Member	120	Task 5.20 – <ul style="list-style-type: none"> <li>Which JAXPORT facilities does this study include?</li> <li>Why is there no Public Involvement component to this study? Alternatives involving “<i>off port staging [and] roadway improvements</i>” will certainly affect residents, businesses, and travelers near JAXPORT facilities.</li> </ul>	Description updated to reflect refined analysis limited to the Blount Island Marine Terminal. Focus of the study is internal to Jaxport’s facilities and will not require significant public outreach beyond TPO committees and board.
CAC Member	122	Task 5.25 <ul style="list-style-type: none"> <li>What is the definition of a “Transit Station”? Does it include “BRT stations,” regular bus stops, or just fixed-guideway facilities?</li> </ul>	Transit stations in this instance refer to either regular bus stops or BRT stations and associated amenities. Public participation has been added to the project milestones.

Commenter	Page	Comment	North Florida TPO Response
		<ul style="list-style-type: none"> <li>Why is there no Public Involvement component to this study?</li> </ul>	
FDOT	9	<p>Please include the Federal Aid Project Number: 0050-062-M</p> <ul style="list-style-type: none"> <li>State Project Number: <ul style="list-style-type: none"> <li>439319-5-14-01</li> <li>439319-5-14-02</li> <li>439319-5-14-03</li> </ul> </li> </ul>	Updated
FDOT	11	The footnote states the “Draft March 6, 2024” while all other pages show a date of March 15th. Please make sure on the final draft all dates are consistent.	Updated to reflect adoption date at the board meeting
FDOT	13	Task #4 states to maintain the TPO’s travel demand model and the TPO website mentions to contact Milton Locklear for questions regarding. With the retirement of the employee, will the TPO be personally continuing to maintain the model?	The TPO will be maintaining the model through consultant services for now. The contact has been updated on the website.
FDOT	14	Please explain why “work task sheets” and “acronyms” are bolded on this page.	Updated to remove bold font

<b>Commenter</b>	<b>Page</b>	<b>Comment</b>	<b>North Florida TPO Response</b>
FDOT	21	Under the steps for developing the UPWP, step #5 states the TPO will adopt the final UPWP at its June meeting. Please revise this to say May.	Updated
FDOT	25-26	Please explain why in Task 5 the subtasks skip from 5.9 to 5.18 and 5.20 to 5.25.	These were tasks that were not completed from the prior UPWP. The task numbers are retained for consistency between the two documents
FDOT	28	“Federal Emphasis Areas 2021” & “Florida Planning Emphasis Areas 2021” Please confirm if there are any more recent emphasis areas and studies?	These are the most recent
FDOT	38	It is mentioned representatives, “each from Baker, Putnam, and Flagler Counties are invited as non-board members.” Will Flagler County still be invited with the most recent census?	Based on the new Boundary and Apportionment plan Flagler is no longer offered a seat. Text updated.
FDOT	41	In the Unified Planning Work Program Participants list the Jacksonville Aviation Authority, Jacksonville Port Authority, & Jacksonville Transportation Authority names appear to be in a different font than the rest of the list. Please either explain the importance of this choice or correct to match the font of the list.	Updated
FDOT	43	Please confirm if the TPO partakes in regional activities?	Added text “The North Florida TPO currently does not use PL or STBG funds to support regional planning activities that result in the transfer of funds between MPOs.”

Commenter	Page	Comment	North Florida TPO Response
FDOT	49	<p>In the Task 1 2026 table the total for the consultant line is incorrect and the overall FY 2026 total is incorrect as a result</p> <p>In the overall task budget tables, it is labeled as “Direct Expenses”, but in the subtask tables the label switches to “Direct Services”. Please change all labels to Direct Expenses. (This occurs on various tasks, not just Task 1)</p>	Updated
FDOT	55	<p>Please be consistent with formatting as the “Grand Total” title/line varies between tables FY 24/25 &amp; 25/26.</p> <p>Dashes “-” vary on subtask tables throughout the UPWP on the Direct Services Line between including them, not including them, including it only on the total, etc. Please be consistent on where and when dashes will be included to represent no funding.</p> <p>Memberships listed as an expense should state they are for organizational memberships as to not be mistaken for individual memberships (all tasks where applicable)</p>	Updated
FDOT	71	Please correct in previous work completed section that the previous Tip was adopted June 8, 2023	Updated
FDOT	74-75	Under “Milestones/End Products/Target Dates” please correct the Draft TIPs to go to the TPO board in April 2024 & 2025. Please also correct the Dates the TIP is to be presented to board as May 2024 & 2025	STET. Draft TIP sections will go before the Board in 25 and 26.

Commenter	Page	Comment	North Florida TPO Response
			Draft TIP presented to the board in 25 and 26.
FDOT	76	Alignment of subtasks under direct services and the total direct expenses vary between FY24/25 & 25/26. Please correct to be consistent with all task tables.	Updated
FDOT	109	Please correct typo in title where 5.6 is duplicated	Updated
FDOT	112	Please clarify and correct if/where appropriate. Under the purpose of task 5.7 it mentions “this study will provide an update to a previous roundabout feasibility study...”, but under previous work it is mentioned there are no previous studies	The previous study was not performed by the TPO. Text updated to reflect this.
FDOT	114	Under task 5.8 please clarify why under the purpose it is mentioned there is LOS analysis and recent TMC's; however, under previous work there is no work mentioned.	No previous work by the TPO. St. Johns County has material related to this intersection, but not an official report. Updated text to reflect this.
FDOT	122	Under the purpose section of task 5.25 the acronym “OPCCs” is used. Please update the acronym list to include what this stands for.	Updated
FDOT	129	Within the required activities section of task 6.1, please explain the reasoning behind bolding “study summaries” and “annual report”. If there is no significant reasoning, then please correct for consistent formatting.	Bold portion corrected



Commenter	Page	Comment	North Florida TPO Response
FDOT	132	In the table task 6.1 FY 25/26 please remove the “other” funding column as this was not presented as a funding category for this task in the overall budget table for task 6 and is not accounted for in overall funding. If TPO finds it necessary, please explain why it is included.	Updated
FDOT	135	Please include the 2025 & 2026 labeling on the task 7 overall task budget tables.	Updated
FDOT	137 & 139	Please either remove the dollar “\$” signs from the FY 25/26 task tables for task 7.1 & 7.2 or include them on all other task tables within the UPWP for consistent formatting.	Updated
FDOT	145	Please correct the task tables for 7.5 as the “Other (USDOE)” titles were cut off, and the “Total” title is missing from FY25/26 table.	Updated
FDOT	158	<p>Please include year labels at the top of the table to clarify which side is which.</p> <p>Please correct the title for Local Assessment to all fit in the same line without an extra letter on a new line.</p> <p>There is a duplicate “Local” in the title for Local Assessments Total under the Source Level section.</p>	Updated

Commenter	Page	Comment	North Florida TPO Response
FDOT	161	Please add the USDOE funds into the agency participation table under their correct task	Updated
FDOT	162	<p>Please explain how the soft match is calculated to arrive at the amounts provided.</p> <p>The consultant services column for task 4.1 shows \$50,000 when the subtask table shows there to be \$100,000 allocated for consultant.</p> <p>Consultant services amount for task 7.3 is missing.</p>	<p>1. We used the formula from the FDOT template spreadsheet:</p> $SoftMatch = \left( \frac{FederalShare}{0.8193} \right) * 0.1807$ <p>2. Updated</p> <p>3. Updated</p>
FDOT	163	Task 1.2 is missing \$20,000 for consultant services as it was shown on the subtasks individual table.	Updated
FDOT	178	The page is cut off on the top and bottom resulting in part of subsection 5 missing.	Updated
FDOT	De-Obligation on task budget tables	Please fill out all de-obligation tracking tables with the correct amounts. Please include use example below for task budget tables.	All de-obligated funds have been converted to normal PL and SU dollars per FHWA guidance. De-obligation reflected in the Agency Participation summary table

<b>Commenter</b>	<b>Page</b>	<b>Comment</b>	<b>North Florida TPO Response</b>
FHWA	2 - 4	Are all of the acronyms needed – some of them are not used throughout the document. Consider deleting the acronyms that are not referenced in the document.	Updated
FHWA		Task 1.1-Please provide a brief description of 'Required Activities' task or consider removing since the heading is Required Activities.	Typo. Deleted
FHWA		Task 3.1 - Please describe the software maintenance task listed in the budget sheet.	Added the following text: “Coordinate with Eco-Interactive on annual subscription fees and update the online TIP online software annually and with necessary amendments and modifications”
FHWA		Clearly identify 2.5% for Complete Streets – The UPWP does not demonstrate that the 2.5% set-aside for Complete Streets is met for the MPO PL funds. Please revise the UPWP to identify how this requirement has been met.	Added language as a footnote in summary tables for Task 1 and Task 5.
FHWA		Consider adding the Task Number when referring to Previous Work - as an example - for this year's Task 5.3, the Previous Work section could reference UPWP Task 5.14	Added the prior year task number to relevant previous studies.
FHWA		Task 5.1 - Please include a description of why the corridor is being studied.	STET. This task is regional covering the entire SHS.

Commenter	Page	Comment	North Florida TPO Response
FHWA		Task 5.7 - this task indicates that no previous studies were completed, but the purpose indicates otherwise. Please clarify. What required activity will satisfy the Purpose.	Added language to clarify that a previous study was performed by Atlantic Beach, not the TPO. An analysis of the developed concepts impact on traffic efficiency and safety will be performed.
FHWA		Other: Confirm if the UPWP's previous budget was based on a partial apportionment or if the document was adjusted to reflect actual apportionment? If the budget is not based on a full apportionment, what actions are taken to ensure the full apportionment is programmed in the UPWP, when available?	The UPWP's previous budget is based on a full apportionment. This UPWP is based on a full apportionment. The funds will not be used until they are authorized/released.
FHWA		Task 5.9 - editorial 'edibility'	Updated
FHWA		Task 5.25 - Please define 'OPCC'	Added to list of acronyms
FHWA		General Comment: Please note that any equipment purchases equal to or greater than \$5,000 must have prior FHWA unless the UPWP contains sufficient detailed information for this review.	The TPO handles all equipment purchases with local funds. Note added to Task 1.1 budget tables
FHWA		Task 7.1 – end products have been reduced for this task from prior UPWP, why is the budget the same?	Updated the task details and budget to accurately reflect the task and responsibilities of our new transportation planner position

<b>Commenter</b>	<b>Page</b>	<b>Comment</b>	<b>North Florida TPO Response</b>
<b>FHWA</b>		Task 7.2 – is there any information on current number of participants in this program?	We can generate reports on the activity. There are currently 242 registered users in the system.
<b>FHWA</b>		Task 7.5 – elaborate on ‘Encourage’ task.	Added the following: “Meet with fleet owners and operators to educate them on the environmental and financial benefits of alternative fuel conversions for their fleets and fuels“
<b>FHWA</b>		Task 7.5 is not included in the spreadsheet on page 161.	Updated
<b>FHWA</b>		General Comment: Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.	The updated numbers have been included
<b>FHWA</b>		General Comment: All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.	Signed version will included after the board adopts the UPWP
<b>FHWA</b>		General Comment: Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the Central Office PL fund Coordinator and the Districts’ Work programs for STBG levels.	We are using the allocations provided to us by FDOT. The funds will not be used until they are authorized/released.

Commenter	Page	Comment	North Florida TPO Response
FHWA		Task 2/3/4: If there are any tasks related to the fulfillment of PTASP, be sure to highlight these efforts.	Added language to tasks 3.1 and 4.2 to highlight TAM and PTASP.
FHWA		All: Funding source tables should document the total cost and the federal/nonfederal shares. The tables only illustrate the federal amounts; thus, the proportions are not verifiable.	Note added before the task detail sheet section to indicate “The FHWA PL funds reflected in this document include the FTA allocation that has in the past been reflected as FTA 5305 funds. These are now combined into one PL category.”
FHWA		All: If an activity was not completed within the prescribed target dates and the completion date rolled to another year, be sure to highlight the activity in the end products. Be sure to do the same for the associated funds.	Added this information to tasks 4.5, 5.20 and 5.25.
FHWA		Task 7: Any planning activity funded with 5307 and discretionary funds that will be applied to a FTA grant should be documented with the following information: sponsor, completed by, study/plan short title, programmed year, status (ie: (bi-)annual, carried forward from xxx, new, underway, etc.), project schedule, brief scope of work/deliverables, funding source, and federal/nonfederal/total amounts. Note: The MPO may have some of this information already noted but this is highlighting all needs. This information is needed to verify consistency with the applying agency’s TrAMS application.	Task 7.11 was added for the Planning for the FCF Green Line TOD Grant. An associated table was included in Appendix F to highlight JTA planning grant pursuits
FHWA		All: Add a column to reference the CPG-PL funds on funding tables.	Note added before the task detail sheet section to indicate “The FHWA PL funds reflected in this document include the FTA allocation that has in the past been reflected as FTA 5305 funds. These are now combined into one PL category.”

Commenter	Page	Comment	North Florida TPO Response
FHWA		Task 7.4 – consider changing the purpose – should you be implementing a 2017 program? Please clarify?	Updated task sheet to better reflect the current status of the task
FHWA		Page 161 table is misleading. The funding source illustrates federal funds only and the funds are reflective of federal and nonfederal shares. The table needs to be labeled appropriately or the nonfederal share should be referenced.	Footnote added to indicate the total is inclusive of federal and non-federal shares
FHWA		Page 163 table 5307 funds do not reflect the funds in Task 7 subtask sheets or page 158 table. Update accordingly.	Updated column headers to remove the 10% indication as the local share is actually 20%
FHWA		Other: FTA was not provided the PL Allocations and PL Balances to review which should be provided with the drafted UPWP. Please provide these documents for review.	FDOT has since sent the allocations to FTA
TPO Staff		<p>Based on a review of task and subtask descriptions and expected scope, adjustments were made to modify the budget allocated to specific subtasks:</p> <p>1.5 – As task budgets were shifted, any surplus was added to general consulting services to be responsive to address any recommendations or concerns by the board throughout the duration of the UPWP.</p> <p>4.1 - Due to staff departure and shifting of the responsibilities with the adoption of our new 4–step planning model, the consultant will now</p>	<p>FY 25</p> <p>1.5 - \$195,964 PL increased to \$230,964</p> <p>4.1 - \$105,000 PL reduced to \$75,000</p> <p>5.5 - \$100,000 PL reduced to \$75,000</p> <p>5.7 - \$100,000 PL reduced to \$75,000</p> <p>5.25 - \$95,000 PL increased to \$120,000</p> <p>7.1 – \$45,000 PL increased to \$65,000</p>

Commenter	Page	Comment	North Florida TPO Response
		<p>provide support for model questions and training. It is anticipated the additional training will occur in year 1.</p> <p>5.5 – After further evaluation of the work sub-task the budget was reduced based on estimates of planning services.</p> <p>5.7 - After further evaluation of the work sub-task the budget was reduced based on estimates of planning services.</p> <p>5.25 - After further evaluation of the work sub-task the budget was increased based on estimates of planning services.</p> <p>7.1 – Due to staff additions, some shifting of responsibilities has occurred. The new staff hire will focus on expanding the effort spent on bicycle and pedestrian planning.</p>	<p>FY 26</p> <p>1.5 - \$423,771 PL increased to \$518,771</p> <p>4.1 - \$175,000 PL reduced to \$60,000</p> <p>7.1 – \$45,000 PL increased to \$65,000</p>
<b>JTA</b>		<p>Based on a review of task and subtask descriptions and expected scope, adjustments were made to modify the budget allocated to specific subtasks:</p> <p>7.6 - \$137,500 was shifted from consultant services to personnel services for FY 25. \$48,750 was shifted from consultant services to personnel services for FY 26.</p>	<p>7.6 – Personnel increased to \$137,500 Consultant decreased to \$1,237,500 for FY 25</p> <p>Personnel increased to \$48,750 Consultant decreased to \$926,250 for FY 26</p>



Commenter	Page	Comment	North Florida TPO Response
		<p>7.8 - \$5,000 was shifted from consultant services to personnel services for both FY 25 and FY 26.</p> <p>7.9 - \$7,500 was shifted from consultant services to personnel services for both FY 25 and FY 26.</p> <p>7.11 – Task added based on identified grant award to FY 26 of \$1,500,000</p>	<p>7.8 - Personnel increased to \$5,000 Consultant decreased to \$95,000 for FY 25 and 26</p> <p>7.9 - Personnel increased to \$7,500 Consultant decreased to \$142,500 for FY 25 and 26</p> <p>7.11 – Consultant Services added in the amount of \$1,500,000</p>

# Appendix E: Resolution to Adopt Travel Policy



**RESOLUTION 2017-3  
AUTHORIZING THE NORTH FLORIDA TPO TO USE  
LOCAL FUNDS FOR ALL TRAVEL EXPENDITURES**

**WHEREAS**, metropolitan planning organizations are no longer obligated to use the state travel reimbursement rates for mileage and per diem based on the passage of SB 1766 in the 2006 Florida Legislative Session, amending Florida Statutes 112.061;

**NOW, THEREFORE, BE IT RESOLVED** as follows that

1. The North Florida TPO will approve mileage reimbursements based on the IRS rate, which fluctuates with current gas prices.
2. The North Florida TPO approves reimbursements in an amount not to exceed \$10 for breakfast, \$14 for lunch, \$26 for dinner or a combined daily maximum of \$50 at the discretion of the employee. When meals exceed the maximum cost allowed, the difference may be supplemented with local funds.
3. The North Florida TPO will not reimburse the cost of alcoholic beverages.
4. The North Florida TPO will exclusively use Local funds as a funding source for all travel expenditures incurred.

Adopted by the North Florida Transportation Planning Organization in regular meeting assembled in the City of Jacksonville the 8<sup>th</sup> day of June 2017.

**ATTEST:**

A handwritten signature in blue ink, appearing to read "Doyle Carter", written over a horizontal line.

**The Honorable Doyle Carter**

A handwritten signature in blue ink, appearing to read "Jeff Sheffield", written over a horizontal line.

**Jeff Sheffield, Executive Director**



## RESOLUTION 2008-03

### AUTHORIZING THE FIRST COAST METROPOLITAN PLANNING ORGANIZATION TO ESTABLISH ITS OWN TRAVEL REIMBURSEMENT POLICY

**WHEREAS**, metropolitan planning organizations are no longer obligated to use the state travel reimbursement rates for mileage and per diem based on the passage of SB 1766 in the 2006 Florida Legislative Session, amending Florida Statutes 112.061; and

**WHEREAS**, both the Federal Highway Administration and the Federal Transit Administration will reimburse the First Coast MPO at the Board approved rate;

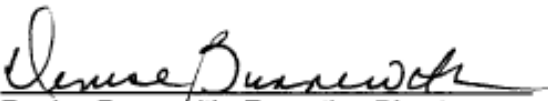
**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The First Coast MPO will approve mileage reimbursements based on the IRS rate, which fluctuates with current gas prices.
2. The First Coast MPO approves reimbursements in an amount not to exceed \$10 for breakfast, \$14 for lunch, \$26 for dinner or a combined daily maximum of \$50 at the discretion of the employee. When meals exceed the maximum cost allowed, the difference may be supplemented with local funds. However, the Fiscal Administrator will determine this on a case by case basis with Executive Director approval and is subject to the availability of funds.
3. The First Coast MPO will not reimburse the cost of alcoholic beverages.

Unanimously adopted by the First Coast MPO in regular meeting assembled in the City of Jacksonville the 14<sup>th</sup> day of February 2008.

ATTEST:

  
The Honorable Richard Brown, Chairman

  
Denise Bunnewith, Executive Director



# Appendix F: JTA Planning Grant Pursuits

Sponsor	Completed By	Study/Plan Short Title	Programmed Year	Status	Project Schedule	Scope of Work/Deliverables	Funding Source	Funding Breakdown		
								Federal	State	Local
Jacksonville Transportation Authority (JTA)	TBD	First Coast Flyer Green Line TOD Study Phase 2	TBD	Funding Awarded	Completion within 24 months of the issuance of the Notice to Proceed (NTP)	The JTA was awarded a \$1.5 million grant through the Federal Transit Administration's FY 2023 Pilot Program for Transit-Oriented Development (TOD) Planning. JTA's TOD study will explore sustainable urban development in Northwest Jacksonville along JTA's Bus Rapid Transit service, the First Coast Flyer Green Line corridor. With robust community input, it will focus on enhancing economic development opportunities and increasing transit ridership through TOD.	FTA's Pilot Program for Transit-Oriented Development (TOD) Planning; Local funds	\$1,200,000	-	\$300,000

# Appendix G: UPWP Checklist





## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

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MPO: *North Florida TPO*

UPWP Draft # or Date: *Draft #1& Final*

Review #: *1*

Date of Review: *04/08/2024- 05/21/2024*

Reviewed By: *VK*

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The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

**Editorial:** Comments may be addressed by MPO but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

**Enhancement:** Comments may be addressed by MPO but would not affect the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

**Critical:** Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

---

### UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? *Yes | If yes, page number: 10*
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? *Yes | If yes, page number: 9*
- Identification of agencies providing funds for the UPWP? *Yes | If yes, page number: 9*
- Financial Project Number (FPN) for each contract shown in UPWP? *Yes | If yes, page number: Numbers not available at time of draft. Space included on Pg. 9 to include on final.*
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? *Yes | If yes, page number: Numbers not available at time of draft. Space included on Pg. 9 to include on final. Included on final*
- Correct State Fiscal Years? *Yes | If yes, page number: Cover Page, Pg. 9, Every footnote*
- Statement of nondiscrimination? *Yes | If yes, page number: 9*
- DRAFT UPWP: Space for adoption date and revision dates? *Yes | If yes, page number: Cover Page*
- FINAL UPWP: Adoption date and space for revision dates? *Yes | If yes, page number: Cover Page*

Choose a category

Comments located on separate PDF- *Comments Addressed*

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### Required Content

UPWP Review Checklist  
Updated: 2/9/2024

Page 1 of 8

*Unified Planning Work Program (UPWP)  
Review Checklist*

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Does the UPWP have the following information?

- Introduction? [Yes | If yes, page number: 12-36](#)
- Organization and Management? [Yes | If yes, page number: 37-45](#)
- UPWP Planning Task Pages? [Yes | If yes, page number: 46-156](#)
- Funding Source Budget Table and Summary Budget Table? [Yes | If yes, page number: 157-163](#)
- Definition of acronyms used in UPWP? [Yes | If yes, page number: 2-5](#)
- District Planning Activities? [Yes | If yes, page number: 164-170](#)
- Indirect Rate Approval (if required)? [Not Applicable | If yes, page number: xx](#)
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Not Applicable | If yes, page number: xx](#)
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Yes | If yes, page number: 94-122, 133-155](#)
- DRAFT UPWP:
  - A place for the signed Resolution adopting the final UPWP? [Yes | If yes, page number: 171-172](#)
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Yes | If yes, page number: 182-184](#)
  - A place for the Cost Analysis Certification Statement? [Yes | If yes, page number: 11](#)
  - A place for the FHWA Certifications and Assurances? [Yes | If yes, page number: 173-179](#)
- FINAL UPWP:
  - The signed Resolution adopting the UPWP? [Yes | If yes, page number: 176](#)
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Yes | If yes, page number: 204](#)
  - The signed Cost Analysis Certification Statement? [Yes | If yes, page number: 10](#)
  - The signed FHWA Certifications and Assurances? [Yes | If yes, page number: 177-183](#)
  - UPWP Comments? [Yes | If yes, page number: 184-201](#)
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Yes | If yes, page number: 168-207](#)

[Choose a category](#)

Comments located in separate PDF- [Comments Addressed](#)

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### Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes | If yes, page number: 13](#)
- Overview of MPO's comprehensive transportation planning activities? [Yes | If yes, page number: 13](#)
- Discussion of planning priorities, both MPO and local? [Yes | If yes, page number: 16-20](#)

*Unified Planning Work Program (UPWP)  
Review Checklist*

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- Statement of CPG participation: “The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D”. [Yes | If yes, page number: 14](#)
- Definition of the soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a “soft-match” provision that allows the Federal share to be increased up to 100% to the extent credits are available. The “soft match” amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$\_\_\_\_\_? [Yes | If yes, page number: 14](#)
- Description of the public involvement process used to develop the MPO’s UPWP? [Yes  No](#)  [Page number:20-21](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes | If yes, page number: 23-27](#)
- Description of how the MPO’s UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: 28-33](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable Clean Fuels Coalition | If yes, page number: 144](#)

[Choose a category](#)      [Comments located in separate PDF- \*\*Comments Addressed\*\*](#)

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### MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes | If yes, page number: 41](#)
- Discussion of agreements, including date executed:
  - Metropolitan Planning Agreement (FHWA funds)? [Yes | If yes, page number: 43](#)
  - Public Transportation Grant Agreements (prior year FTA funds)? [No | If yes, page number: xx](#)
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | If yes, page number: 43](#)
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes | If yes, page number: 43](#)
  - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [No | If yes, page number: N/A. Statement included on Pg. 43](#)
- Discussion and identification of operational procedures and bylaws including date executed:

*Unified Planning Work Program (UPWP)  
Review Checklist*

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- Continuity of Operations (COOP): [Yes | If yes, page number: 42](#)
- MPO Bylaws: [Yes | If yes, page number: 42](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
  - Disadvantaged Business Enterprise Utilization? [Yes | If yes, page number: 176](#)
  - Debarment and Suspension Certification? [Yes | If yes, page number: 174](#)
  - Lobbying Certification for Grants, Loans, and Cooperative Agreements? [Yes | If yes, page number: 175](#)
  - Title VI/Nondiscrimination Assurances? [Yes | If yes, page number: 177](#)
  - Appendices A and E? [Yes | If yes, page number: 178-179](#)
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Not Applicable | If yes, page number: xx](#)

[Choose a category](#)      Comments located in separate PDF- [Comments Addressed](#)

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#### Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes | If yes, page number: Task 1 Pg. 46-62](#)
- Transportation Improvement Program (TIP)? [Yes | If yes, page number: Task 3 Pg. 70-78](#)
- Long Range Transportation Plan (LRTP)? [Yes | If yes, page number: Task 4 Pg. 79-93](#)
- MPO Regional Activities Task (if required)? [No | If yes, page number: xx](#)

[Choose a category](#)      Comments located in separate PDF- [Comments Addressed](#)

---

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task Sheet indicate who the responsible agency or agencies are? [Yes](#)
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? [Yes](#)
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [No | If yes, page number: 52,53,131,132,139,145 – Comment Addressed Final “Yes”](#)

[Choose a category](#)      Comments located in separate PDF- [Comments Addressed](#)

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#### Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? [Yes and No. MPO used Summary Budget Table Example, but not Task Budget Table Example](#)    [Discussed prior to Adopted and Addressed- “Yes”](#)

*Unified Planning Work Program (UPWP)  
Review Checklist*

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If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? [Yes](#)

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes](#) | If yes, page number: [159-163](#)

Does MPO Administration Task have a subcategory for:

- Personnel Services? [Yes](#) | If yes, page number: [48,49,52,53,55,58](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes](#) | If yes, page number: [52,53](#). No costs over \$5,000 mentioned **Note added on final, "Note that any equipment purchases equal to or greater than \$5,000 using federal funds must have prior FHWA approval."**
- Travel? [Yes](#) | If yes, page number: [56](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Yes](#) | If yes, page number: [48](#)
- Direct Expenses? [Yes](#) | If yes, page number: [48,49,52,53,55,58](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [No](#) | If yes, page number: [xx](#)
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [No](#) | If yes, page number: [xx](#)
- Is Annual Audit expense included, if required? [Yes](#) | If yes, page number: [54-55](#)

Do each of the other Work Element/Task Summary Estimated Budget Tables include the following?

- Personnel Services? [Yes](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Yes \(Local Funds\)](#)
- Direct Expenses (if needed)? [Yes](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Yes \(N/A not used, but include category\)](#)
- Supplies (if needed)? [Yes](#)
- Equipment (if needed)? [Yes](#)

[Choose a category](#)      Comments located on separate PDF

---

**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [No](#) | If yes, page number: [158-160 Agency Participation Table](#)

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [No](#) | If yes, page number: [xx](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [No](#) | If yes, page number: [xx](#)

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- Show amounts to be received by the MPO from other agencies (if applicable)? [No](#) | [If yes, page number:](#)
- Show activities the funds are being used for? [No](#) | [If yes, page number: xx](#)
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed [No](#) | [If yes, page number: xx](#)
  - Task name, activity description(s), and budgeted funds [No](#) | [If yes, page number: xx](#)

[Choose a category](#)    [Comments located on separate PDF- Comments Addressed](#)

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### Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for Funding Source Budget Table?

[Select response](#)

Total Year 1 contract amounts:

- DRAFT UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet *total should not include estimated amount to be de-obligated from the previous FY*)? [Yes](#) | [If yes, page number: 158](#)
  - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [Yes \(Not all SU funds included\)](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [No](#)
- FINAL UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#)
  - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Yes](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [N/A](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

[Choose a category](#)    [Comments located on separate PDF- Comments Addressed](#)

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Total Year 2 contract amounts:

- DRAFT UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#) | [If yes, page number: 158](#)
  - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:

**Unified Planning Work Program (UPWP)  
Review Checklist**

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- PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton’s UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? **Yes**
- STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) **Yes**
- Does the Funding Source Budget Table include soft match amounts? **Yes**

[Choose a category](#)      Comments located on separate PDF- [Comments Addressed](#)

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Since the UPWP is the “Scope of Service” for the FDOT/MPO Agreement, it is important to confirm that the total amounts for Year 1 and Year 2 in the UPWP also match what is shown on the FDOT/MPO Agreement.

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? **Yes**
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? **Yes**

[Choose a category](#)      Comments located on separate PDF- [Comments Addressed](#)

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**Summary Budget Table**

Did the MPO use the UPWP Budget Table template provided by the Central Office for the Summary Budget Table?

[Select response](#)

Do the total Year 1 contract amounts match what is shown on the Funding Source Budget Table? **Yes**

Do the total Year 2 contract amounts match what is shown on the Funding Source Budget Table? **Yes**

[Choose a category](#)      Comments located on separate PDF- [Comments Addressed](#)

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**General UPWP Comments**

[Choose a category](#)      *Task #4 states to maintain the TPO’s travel demand model, will the TPO be personally continuing to maintain the model? [Comment Addressed](#) Any updates on planning emphasis areas? [Comment Addressed](#) Why do sub tasks skip from 5.9-5.18 and 5.20-5.25 ?[Comment Addressed](#) Is Flagler County still included as non-board member? [Comment Addressed](#) Confirm the TPO does or does not partake in regional activities. [Comment Addressed](#) Please explain calculation for soft match. [Comment Addressed](#)*

[Choose a category](#)      *Consistent date on footnote. [Comment Addressed](#) Font formatting. [Comment Addressed](#) Task table formatting. [Comment Addressed](#) Update UPWP adoption date to May. [Comment Addressed](#) Provide consistency on wording between Direct Services and Direct Expenses. [Comment Addressed](#) Typo in title of 5.6. Acronyms missing from list. [Comment Addressed](#)*

[Choose a category](#)      *Include Federal Aid and State project number. [Comment Addressed](#) Task 1 FY 2026 incorrect total amounts. [Comment Addressed](#) Correct previous TIP adoption date. [Comment Addressed](#) Correct future TIP draft and adoption dates. [Comment Addressed](#) Clarify previous work for 5.7 & 5.8. Other funding category included in 6.1 with no previous mention. The UPWP is \$500,000 short on funding in SU category. [Comment Addressed](#) Please correct missing funding in agency participation tables and funding source by task. [Comment Addressed](#) Part of appendices appendix cutoff. [Comment Addressed](#) Fill out de-obligation tables from examples provided by the department for final draft. [Comment Addressed](#)*

*Unified Planning Work Program (UPWP)  
Review Checklist*

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Choose a category    *Please see the specific comments and locations provided on separate PDF in review documents*  
*Comments Addressed*  
*Please include final checklist as an appendix in UPWP.*